

EXECUTIVE COMMITTEE MEETINGS
MINUTES

MINUTES OF EXECUTIVE COMMITTEE MEETING

25 Jan 88	15 Jun 95
08 Mar 88	04 Aug 95
04 May 88	19 Dec 95
15 Jul 88	28 Dec 95
10 Oct 88	21 Mar 96
28 Nov 88	28 Jun 96
26 Apr 89	21 Aug 96
18 Aug 89	30 Oct 96
08 Nov 89	25 Mar 97
30 Nov 89	11 Jul 97
25 Apr 90	17 Oct 97
31 Aug 90	26 Mar 98
11 Dec 90	25 Jun 98
24 Jan 91	27 Nov 98
20 Sep 91	09 Apr 99
16 Mar 92	02 Jul 99
20 Aug 92	11 Oct 99
30 Dec 92	18 Feb 2000
02 Apr 93	27 Apr 2000
02 Aug and 09 Sep 93	23 Jun 2000
02 Nov 93	24 Aug 2000
12 Nov 93	20 Oct 2000
16 Dec 93	16 Feb 2001
16 Mar 94	22 Jun 2001
25 Apr 94	19 Oct 2001
29 Jul 94	14 Mar 2002
09 Sep 94	07 Jun 2002
05 Oct 94	29 Aug 2002
04 Nov 94	18 Nov 2002

7

16 + 21 May 96

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 25 JAN 88 AT 1000 HOURS AT THE
USI LIBRARY

Present

1. Lt Gen FT Dias, AVSM, Vr C, DGMT	Chairman
2. Commodore G Rai, VM Director of Naval Training	Member
3. Air Commodore RN Kharbanda, VM Offg D Trg (Air)	Member
4. Lt Gen JFR Jacob, PVSM(Retd)	Member
5. Lt Gen ZG Bakshi, PVSM, MVC, AVSM, VrC (Retd)	Member
6. Vice Adm KK Nayyar, PVSM(Retd)	Member
7. Vice Adm S Mookerjee, PVSM, AVSM(Retd)	Member
8. Maj Gen SC Sinha, PVSM(Retd) Director USI	Secretary
9. Air Commodore NB Singh, Dy Director USI	In Attendance

Item I - Employment of an Adm Officer

1. The committee was apprised of the selection made from the nine applicants, who had appeared for an interview for the post of Adm Officer. The Committee approved of the appointment of Brig GL Sachdeva for the post and authorised the Director to issue the necessary appointment letter.

Item II - Pay and Allowances of Subordinate Staff

2. (a) The Committee approved that Shri Surinder Singh Dua's (Senior Clerk) pay increased to Rs 840/- per month with effect from 1 Feb 88.

(b) The Committee approved that the pay of peons be fixed at Rs 550/- per month with effect from 1 Feb 88.

(c) The Committee approved the payment of an allowance of Rs 50/- to Shri Baldev Singh, Peon for as long as he carries out the extra duties of a Library Attendant. This allowance will be paid with effect from 1 Feb 88.

(d) The Committee directed that all Trainee Library Assistants should be paid an equal stipend irrespective of whether they have done a Diploma Course or a Certificate Course. With effect from 1 Feb 88 they will be paid a stipend of Rs 350/- per month.

Item III - Improvement of the USI Journal

3. The Committee approved the proposals put up in the agenda for the improvement of the quality of the articles being published in the journal and for the improvement in the general printing and get up of the journal. The Committee approved the following rates of honorarium to be paid to contributors with effect from 1 Jan 88 :-

(a) Articles	Rs 500/- to Rs 1000/-
(b) Review Articles	Rs 200/-
(c) Book Review	Rs 60/- to Rs 100/-.

4. The Committee approved that the Journal is printed by off-set printing and the quality of the cover paper be improved. The Committee, however, directed that no changes should be made in the design of the cover as they felt that the existing design was very effective and good.

Item IV - Gen Harbaksh Singh's Suggestion On Giving a Rebate on Correspondence Courses to Life Members

5. The Committee approved the proposal of giving a 10% rebate on tuition fees of correspondence courses to life members.

Item V - Increase in the Ceiling of Petty Cash Holding

6. The Committee approved the ceiling limit to be raised for Petty Cash holding to Rs 500/-.

Item VI - Refund of Income Tax Deducted At Source

7. The Committee was informed that during the period, to which the refund of income tax of Rs 9,976/- deducted at source by the USI from interest due to the USI pertained, no income tax returns had been filed by the USI. In their letter No LT/ 157/9037 dated 30 Dec 87, our income tax consultants Messrs Luthra and Luthra have said that submitting of those returns at this time may result in considerable tax demands being made on the USI and had, therefore, recommended against re-opening the case.

8. The Committee approved of the proposal to drop the case to obtain refund of Rs 9,976/- which had been deducted at source.

Item VII - Increase in Audit Fees requested by Luthra & Luthra

9. The Committee was apprised of the letter No L4/529/87/868 dated 1.12.87 from our Auditors, Messrs Luthra and Luthra, asking that their audit fees be increased from Rs 500/- to Rs 1500/-. After a discussion the Committee approved the proposal to raise the audit fees to Rs 1000/-. The Committee directed that if this amount was not acceptable then we should change our Auditors.

Item VIII - Honorarium to Serving Officers Working Voluntarily in the USI

10. The Committee agreed that the honorarium of Rs 300/- per month to officers of the rank of Lt Col and Rs 200/- per month to officers of the rank of Majors sanctioned at the Executive Committee Meeting of 30 Nov 88 should be made applicable to Col Mukherjee and Major Rampal for the whole period during which they worked at the USI.

Item IX - The Progress of the USI Building Plans

11. The Committee was informed by the Director that Lt Gen Rodrigues was still trying to get the ruling of the Delhi Urban Arts Commission changed to allow the construction of the USI building on the South Ridge in Dhaula Kuan. They were also informed of the QMG's request on a decision in the matter by 31 Jan 88 so that action on a fresh allotment could be taken.

12. Adm Nayyar was of the opinion that the land opposite the present DSOI was eminently suitable and we should not lose our option on this through any delay in coming to a decision on the site for the building. Members also pointed out that due to inflation, delay in building would cost us more than what we are trying to save in the way of architects fees by sticking to the existing site.

13. The Committee authorised the Director to approach the QMG for allotting land opposite the DSOI in Dhaula Kuan for the USI building complex. They felt that the action of obtaining allotment of this land can be processed simultaneously along with the steps being taken by Gen Rodrigues to obtain permission to build on the existing USI plot of land on the South Ridge.

Item X - Letter from Lt Gen SF Rodrigues, VCOAS On Increasing The Activities of the USI

14. Lt Gen Rodrigues letter (No 6119/26/SFR dated 13 Jan 88) was placed before the Committee. The Committee agreed that all efforts towards this must be made.

15. The Committee decided to hold its next meeting at the USI Library at 1000 hrs on 8 Mar 88. There being no other points, the meeting concluded with a vote of thanks to the Chairman.

SC Sinha

(SC Sinha)
Maj Gen
Secretary
and Director USI
27 Jan 88

All Present

✓ be

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 8 MAR 88 AT 1000 HOURS AT THE USI
LIBRARY

Present:

1. Lt Gen FT Dias, AVSM, Vr C
D G M T Chairman
2. Captain D'Gunha
Offg Director of Naval Training Member
3. Air Vice Marshal M Benerji, MVC, VM
Director Training (Air) Member
4. Lt Gen JFR Jacob, PVSM (Retd) Member
5. Lt Gen ZC Bakshi, PVSM, MVC, Vr C.,
VSM (Retd) Member
6. Vice Admiral S Mookerjee,
PVSM, AVSM (Retd) Member
7. Maj Gen SG Sinha, PVSM (Retd)
Director USI Secretary
8. Air Cmdr N B Singh
Dy Director USI In attendance

Item 1 - To consider and confirm the minutes of the
Executive Committee Meeting held on 25 Jan 88

1. After considering the progress on all items, the minutes of the meeting were approved.

Item 2 - To consider a suitable memorial for the late
Colonel Pyara Lal, AVSM

2. After considering various proposals such as the institution of a memorial lecture or a gold medal, the Committee felt that the most appropriate memorial to the late Colonel Pyara Lal, AVSM would be to dedicate the library in the new USI building to his memory. It was decided to recommend to the USI Council/ name the library in the new USI building as "Colonel Pyara Lal Memorial Library".

Item 3 - To review the progress of the USI construction
plans

3. The Executive Committee was apprised of the views expressed by the GOC-in-Q Western Command on the suitability of the land opposite the existing DSOI for the

USI building project as expressed in his letter No 57263/1/Q3(B) of 10 Feb 88. They were also informed by the Director that the ADG Quartering, Maj Gen MM Rai, was sending a team of staff officers from Army HQ this week to HQ Western Command to finalise the land use of this particular plot which we had in mind. The Committee decided that the Building Sub Committee should visit the site and report on its suitability as soon as possible.

4. The Committee was also informed that the VCOAS was hopeful of obtaining the Prime Minister's direction to the Delhi Urban Arts Commission to review their earlier ruling regarding construction being undertaken on the South Ridge. The Committee felt that irrespective of the progress achieved, efforts for an alternative plot of land must be continued.

Item 4 - The Programme for the National Security Lecture to be delivered by Dr Raja Ramanna on Sat 26 Mar 88

5. The Committee approved the following programme :-

- (a) 5 PM - Introduction to the USI National Security Lecture by the President of the USI Council (VCOAS)
- (b) 5.10 PM - Introduction of the Speaker and the Subject by the Chairman of the Meeting. (Defence Minister or Chairman COS Committee)
- (c) 5.20 PM - Lecture on Science and Technology and National Security Part I by the Guest Speaker.
- (d) 6 PM - Break for Tea.
- (e) 6.20 PM - Part II of the Lecture.
- (f) 7 PM - Questions and Answers
- (g) 7.15 PM - Closing address by Chairman.

6. The Chairman of the Executive Committee informed the Committee that since Saturday 26 Mar '88 was a holiday, he had requested the AG to arrange for buses from the main officers' residential areas to the Nehru Memorial Auditorium on Teen Murti Marg. He requested the other service members to make similar arrangements for transport for their officers to ensure a good attendance.

Item 5 - The Extension of service for the USI Staff.

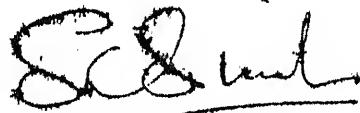
7. The Committee delegated the powers to the Director to decide on the period of extension to be given to the USI staff.

Item 6 - Authority to operate the USI Bank Account with
Lloyds Bank, London

8. The Committee authorised the Chairman of the Executive Committee to operate jointly with the Director USI, the USI Bank Account with Lloyds Bank, London.

9. The Committee decided to hold the next meeting at the USI Library at 1000 hrs on Wednesday 4 May '88.

10. There being no other points, the meeting concluded with a vote of thanks to the Chairman.



(SC Sinha)
Maj Gen. (Retd)
Director USI
16 Mar 88
(Telo 3015828)

Distribution

All present.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 4 MAY 1988 AT 1000 HOURS IN THE
USI LIBRARY

PRESENT

1. Air Vice Marshal M. Banerji MVC, VM Director of Training (Air)	Chairman
2. Lt Gen Z.C. Bakshi PVSM, MVC, Vr C, VSM (Retd)	Member
3. Vice Admiral K.K. Nayyar PVSM, AVSM (Retd)	Member
4. Air Cmde Jasjit Singh AVSM, Vr C, VM	Member
5. Maj Gen S.C. Sinha, PVSM (Retd)	Secretary
6. Air Cmde N.B. Singh	In Attendance
7. Brig G.L. Sachdeva	In Attendance

Item 1 - Minutes of the Executive Committee meeting
held on ~~18 Mar 88~~

After considering the progress on various
points, the minutes were approved.

Item 2 - Progress on USI Building Project

(a) The Chairman of the Building Sub Committee,
Vice Admiral K.K. Nayyar, informed the Committee
of his visit on 6 Apr 88, accompanied by our
architects, to the area opposite the DSOI Daula
Kuan where the Army HQ propose to allot the
USI an alternative plot of 5.2 acres of land. The
plot most suitable to our requirements was marked
out on the map. This plot lies on the side facing
the Gurgaon-Delhi Road in the 32 acres of land.

(b) The President of the USI, Lt Gen SF Rodrigues,
VCOAS, has submitted a case to the QMG for
allotment of the plot of land selected by the
Building Sub Committee. This is to be allotted
in lieu of the plot of 5.2 acres which we already
have on the South Ridge.

(c) The Chairman Building Sub Committee informed the Committee of his visit alongwith Maj Gen SC SINHA to the QMG, Lt Gen Gurbir Man Singh. The QMG pointed out that a last minute hitch had arisen in the allotment of the plot of land we had wanted. The Defence Ministry have directed that the land in question was to be kept reserved for the National War Memorial and Museum till a final decision is taken on its location. Adm Nayyar informed the Committee that he would see the Defence Secretary Shri SK Bhatnagar, to try and overcome this problem.

Item 3 - Honorarium to be paid to the Examiners

(a) The Committee approved the following honorarium to be paid to officers correcting correspondence course answer papers:-

- (i) Part B - Rs.5.50 per answer paper.
- (ii) Part D - Rs.6.50 per answer paper.
- (iii) DSSC Army/Air/TSC - Rs.7.00 per answer paper.
- (iv) DSSC Army Tac B - Rs.7.50 per answer paper.

(b) The Committee directed that all efforts must be made to encourage officers to answer the question papers and complete the written work. The DS Solution for subsequent papers should be delayed till answer papers for the first test papers are received. It was pointed out that officers were being asked to submit their answer papers but it would not be fair to impose too much of a delay and thus interfere with the Students' Study programme.

Item 4 - Revision of Pay and Allowances of Air Cmde NB SINGH and Brig GL SACHDEVA

(a) The Committee approved the following pay and allowance per mensem for the undermentioned officers:

- (i) Air Cmde NB Singh, Dy. Director & Editor
Honorarium of Rs.1500/-
Transport Allowance Rs.750/-
Telephone Expenses Rs.250/-

(ii) Brig G.L.Sachdeva, Dy Director (Admin)

Honorarium of Rs.1000/-
Transport Allowance Rs.750/-
Telephone Expenses Rs.250/-

(b) The Committee directed that future incumbents were to be offered honorarium and allowance on the same lines.

Item 5 - Enhancement of Financial Powers of USI Functionaries

(a) The Committee approved the following financial powers :-

(i) Chairman USI - Rs.15,000/- for any single transaction.

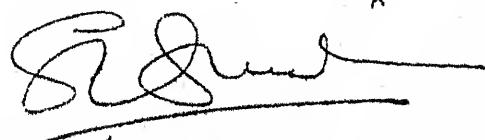
(ii) Director USI - Rs.10,000/- for any single transaction.

(b) The Committee directed that any Single expenditure above Rs.15,000/- should be brought to the notice of the Executive Committee.

(c) Above powers were over and above the regular financial commitments on printing of the Journal, running of Courses and purchases of Library books which are within the limits of the sanctioned budget.

Item 6 - Any other Points

The Secretary brought to the notice of the Committee the letter he had addressed to the Chief of the Army Staff on his assuming his appointment inviting him to visit the USI. The COAS had informally agreed to visit the USI towards end of May '88.



(S C SINHA)
Maj Gen (Retd)
Director USI
09 May 88
Tele 3015828

Distribution

To All present
(1018/USI/88)

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD ON 15 JUL 88 AT 1000 HRS IN THE USI LIBRARY

PRESENT

1. Lt Gen FT DIAS, AVSM, Vr C
DGMT Chairman
2. Air Vice Marshal M Banerji, MVC, VM
Director of Training (Air) Member
3. Capt IA D'Cunha
Offg Director of Naval Training Member
4. Lt Gen JFR Jacob, PVSM(Retd) Member
5. Lt Gen ZC Bakshi, PVSM, MVC, AVSM,
VrC (Retd) Member
6. Vice Admiral KK Nayyar, PVSM(Retd) Member
7. Vice Admiral S Mookerjee, PVSM, AVSM
(Retd) Member
8. Maj Gen SC Sinha, PVSM(Retd)
Director USI Secretary
9. Air Commodore NB Singh (Retd)
Dy Director & Editor USI In attendance
10. Brig GL Sachdeva
Dy Director (Adm) USI In attendance

Item 1. - Minutes of the Executive Committee Meeting
held on 4 May 88

1. The Committee agreed to amend item 4 of the minutes as follows :-

"The honorarium per mensem to Air Cmde NB Singh and Brig GL Sachdeva will be Rs 1,500/- and Rs 1,000/- respectively. They will both be reimbursed expenses for transport upto Rs 750/- and for telephone bills upto Rs 250/- each month".

2. After considering the progress on the other items, the minutes of the meeting were approved by the Committee.

Item 2. - Land for the New Building Project

3. The Committee were informed that the Prime Minister while turning down the USI proposal for construction on the land on the South Ridge adjacent to the Army Public School,

had directed that the USI be allotted land out of the 32 acres of Defence land opposite the DSOI at Dhaula Kuan provided this area also did not fall on the Ridge. The DDA have since ruled that this area was also on the Ridge and, therefore, no construction could be permitted on the 32 acres of land.

4. Gen Jacob suggested that efforts be made to have one of the old bungalows in the Cantonment allotted to the USI. The Committee agreed to this suggestion and directed that efforts also be made to locate other suitable plots of land in the area of Dhaula Kuan which did not fall on the Ridge and efforts made to have it allotted for the USI building project.

Item 3 - Employment of a Steno-Typist

5. Sanction was accorded to the employment of a Steno-Typist.

Item 4 - Seminar on "Defence Research, Development and Production

6. The Committee directed that Gen Apté be approached to be the Chairman of the Seminar. Should he not be available then Captain S Prabala, Chairman BEL or Commodore Paul Raj should be requested to be Chairman of the Seminar, which is to be held in Nov or Dec 88.

Item 5 - National Security Lecture 1988

7. The Committee was informed that S Nihal Singh had agreed to deliver the USI National Security Lecture in the first half of Oct 88. The Committee was of the opinion that because of the Dashera and Dewali holidays, it would be better to have this lecture either in the last week of Nov or first half of Dec 88. It was decided to again approach S Nihal Singh and request him to agree to give a fresh date in the period suggested by the Committee. (Shri S Nihal Singh has since been approached and he has agreed to deliver the lecture in the second half of Nov 88).

Item 6 - Off-Set Printing of the USI Journal

8. After examining the statement of expenditure and income of the USI Journal, the Committee approved the entire expenditure involved in the off-set printing of the USI Journal.

Item 7 - Increase in DA for the USI Staff

9. The Director brought to the notice of the Committee that in the last one year the inflation had been much greater than what was anticipated by the Pay Revision Committee

headed by himself. The Govt had already sanctioned DA of 5% in Jan 88 and another 5% increase is expected shortly. Against this, USI employees have been authorised an increase of 3% DA per year for permanent employees and nothing for those who are retired pensioners.

10. The Committee decided that those in receipt of DA will be given an increase of 4% DA with effect from 01 Jul '88. Another increase from 1 Jan 89 may be allowed provided an increase is given by the Govt in the intervening period. The amount of increase of DA will depend on the percentage given by the Govt and may be sanctioned by the Director.

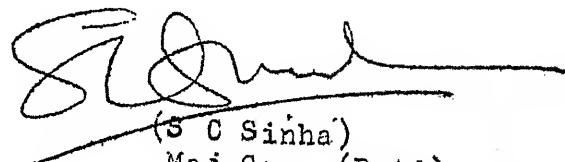
11. The Committee decided to give an ad-hoc increase of Rs 50/- with effect from 01 July '88 to all employees, who are retired pensioners and are receiving less than Rs 1000/- per month from the USI.

Item 8. Farewell to Lt Gen FT Dias AVSM, Vr C

12. Gen Dias said that this would be his last meeting as Chairman of the Executive Committee as he had been posted out as GOC 4 Corps. He wished to place on record his appreciation of the cooperation he had received from all members of the Committee and thanked the members for their help and dedicated work.

13. On behalf of the Executive Committee, Gen Jacob expressed the appreciation of all the members for the excellent manner in which the Chairman had conducted the affairs of the USI in general and the conduct of the Executive Committee meetings in particular. He wished to place on record the good work done by Gen Dias during his tenure as Chairman and thanked him for all the effort he had put in. On behalf of the Executive Committee he wished Gen Dias good luck and success in his new appointment.

14. There being no other points, the meeting was called to a close with a vote of thanks to the Chair.


(S C Sinha)

Maj Gen (Retd)

Secretary

29 July 88
Tele 3015828

Distribution

To all present

(1018/USI/88)

By Director S.E.

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 10 OCTOBER 1988 AT 1000 HRS IN THE
USI LIBRARY

Present

1. Air Vice Marshal M Banerji, MVC, VM
Director Training, Air HQ Chairman
2. Maj Gen SC Gupta, Vr C
DDG Military Training, Army HQ Member
3. Captain (IN) IA D'Cunha
Offg Director Naval Training "
4. Lt Gen JFR Jacob, PVSM (Retd) "
5. Lt Gen ZC Bakshi, PVSM, MVC, AVSM, Vr C
(Retd) "
6. Vice Admiral S Mookerjee, PVSM, AVSM (Retd) "
7. Air Commodore Jasjit Singh, AVSM, VrC, VM
Director, IDSA "
8. Air Commodore NB Singh (Retd)
Offg Director and Editor USI Secretary
9. Brig GL Sachdeva (Retd)
By Director (Adm), USI In attendance

Item I - Minutes of the Executive Committee Meeting
held on 15 July 1988

1. After consideration of the progress of items discussed during the previous meeting, the minutes were approved by the Committee.

Item II - Subjects for Gold Medal Essay Competition

2. The Committee discussed the several proposals sent by the three Service HQs and other Council Members and decided on the following two subjects for the USI Gold Medal Essay Competition for 1988:-

(a) Competition 'A' - Open to all officers

"Employment of Armed Forces as a Political Instrument within the country and abroad".

(b) Competition 'B' - For officers of the rank of Major and Equivalent with not more 10 years service.

"India's Role in the Context of Indian Ocean Security".

3. The Committee decided to select the subjects for the 1989 competition in its next meeting.

ITEM III - Proposal for R&D Seminar suggested by Lt Gen SS Aptc

4. The Committee agreed with the proposals of Lt Gen SS Aptc and advised that a directive from Chiefs of Staff Committee to the three Service HQs and Secretary Defence Production was needed to ensure participation of officers at FSO's level. The Chiefs of Staff Committee may be requested to do this.

ITEM IV - Amendments to the New Rules for the USI.

5. The Committee decided to examine the amendments suggested by Vice Admiral S Mookerji in the next meeting. Meanwhile, a paper showing the existing provisions in the new rules to which the amendments are suggested and the proposed amendments may be circulated to all members.

ITEM V - National Security Lecture 1988

6. The National Security Lecture for 1988 was being given by Shri S Nihal Singh on "India, Pakistan and the USA" at 1830 hrs on Wednesday, 16 November 1988 in the Auditorium of Nehru Memorial Museum and Library. The Raksha Mantri, Shri KC Pant has agreed to preside. The Committee decided that adequate publicity be given to the lecture to ensure good attendance.

ITEM VI - Proposal for purchase of a Plain-Paper Copier and Electronic Type-Writer/PC Computer.

7. The Committee discussed the subject and suggested that relevant information about plain-paper copiers of various sizes and makes and their cost be made available during the next meeting to examine and decide the most suitable type to be purchased.

ITEM VII - Progress on the New Site for USI Building Project.

8. The Committee was informed that the case for the land for the USI building project at the new site near Outer Ring Road to Palam adjacent to the Army Central Base Post Office was in its final stages for sanction by the Ministry of Defence. The Committee advised that this case should be given utmost priority.

ITEM VIII - Rules of the USI Library.

9. The Committee approved the Rules for the USI Library and suggested that these could be amended, if necessary, after they have been in force for an year.

ITEM IX - USI Council Meeting for 1988

10. It was agreed to have the Council meeting for 1988 at 1000 hours on Thursday, 15 December 1988 at the USI Library.

ITEM X - Petty Cash Limit

11. The Committee approved a limit of Rs 1000/- for petty cash to be held at the USI.

ITEM XI - Honorary Membership for Shri Arun Singh

12. The Committee approved the proposal to invite Shri Arun Singh, former RRM to join the USI as an honorary member.

ITEM XII - Other Points Raised by Members

13. (a) USI Lectures. After discussion regarding the arrangements for the last few lectures, it was decided to invite speakers from Foreign Ministry and Home Ministry who were closely connected with the developments in the areas of our interest. It was also decided to arrange lectures in auditorium or seminar room of the Nehru Memorial Museum and Library if this could be arranged at no cost.

(b) Bank Charges on Outstation Cheques. It was suggested that the Syndicate Bank should be approached to reconsider and revise their bank charges for outstation cheques in the light of the instructions issued by Reserve Bank of India which laid down the bank charges for outstation cheques as follows :-

(i) Upto Rs 1000/-	- Rs 3/-
(ii) From Rs 1001 to Rs 5000/-	- Rs 10/-
(iii) From Rs 5001 to Rs 10,000/-	- Rs 20/-

(c) Statement of Account and Auditor's Report for the year 1987 and the revised budget for 1988 and forecast for 1989.

This may be circulated to the members of the Executive Committee before the next meeting in early Dec 1988. This is necessary in order to clear it before it is presented in the Council meeting on 15 Dec 1988.


 (NB Singh)
 Air Cmdr (Retd)
 Secretary
 14 Oct 88
 (Tele 3015828)

To - All Present

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 28 NOVEMBER, 1988 AT 1500 HOURS AT
THE USI LIBRARY.

Present

1. Lt Gen MA ZAKI, AVSM, Vr C Director General Military Training	Chairman
2. Air Vice Marshal M Banerji, MVC, VM Director Training, Air HQ	Member
3. Captain (IN) IA D' Cunha Offg Director Naval Training	"
4. Lt Gen ZC Bakshi, PVSM, MVC, AVSM, Vr C (Retd)	"
5. Vice Adm KK Nayyar, PVSM (Retd)	"
6. Vice Adm S Mookerjee, PVSM, AVSM (Retd)	"
7. Maj Gen SC Sinha, PVSM (Retd)	Secretary
8. Air Cmde NB Singh (Retd)	In Attendance
9. Brig GL Sachdeva (Retd)	In Attendance

Item I - Minutes of the Executive Committee meeting
held on 10 Oct '88

1. After consideration of the progress of the items discussed at the previous meeting, the minutes were approved by the Committee with the following observations:-

(a) The Committee decided to select the subjects for the 1989 Gold Medal Essay at its next meeting.

(b) The COAS should be apprised by the Chairman of the Building Committee about the Ministry of Defence proposal to locate the IDSA and the FSTI on the same land which Army HQ had recommended for allotment to the USI.

(c) The case about the bank charges should be pursued with the appropriate sections of the Reserve Bank of India and the Finance Ministry to bring to their notice that the Reserve Bank directions were not being followed by the Syndicate Bank.

Item 2 - Review of the Agenda for the USI Council Meeting to be held on 15 Dec '88

2. The Committee directed that as decided at the last Council meeting, the President's Report should be circulated to all Council members before the Council meeting so that members have time to go through it.

3. The Committee expressed their concern over the rising deficit in the working of the Institution, during the year ending Dec '88. Gen Bakshi pointed out that expenses were bound to rise in keeping with the increasing activities. The Committee, however, took note of the improved earnings on the courses side during 1988.

4. The Committee agreed with the proposal put up for the increase in subscription rates for membership. They also agreed to the rates proposed by the Director for subscriber members and the concessional rates for converting to life membership of ordinary members of over five years standing. These rates attached at Appendix were to be included in the agenda for the Council meeting.

5. The Committee suggested that a list of lecturers for 1989 National Security Lecture should be made out and put up for the Council meeting. Council members should be requested to forward names for making out a panel of speakers, which can then be considered at the Council meeting.

6. The Committee suggested that a list of authors and subjects be made out for writing National Security Papers. They also directed that the honorarium for authors of such papers is to be increased to Rs.1000/-.

7. The Committee suggested that a list of subjects for Seminars be drawn up for consideration by the Council.

Item 3 - Audit Report for the year ending Dec '87

8. The Committee considered the Audit Report for the year ending Dec '87 and approved of the proposed replies to the objections put up by the Director, USI.

Item 4 - Employment of an Assistant Librarian

9. The Committee approved of the employment of Miss Samidha Jain as an Assistant Librarian at the scale of pay of a Senior Clerk with one increment as she had previously worked with the USI.

-3-

Item 5 - Increment in Pay for all Subordinate Staff

10. In view of the good work done by the Staff, the Committee approved of an increase of Rs.100/- in the basic salaries of all subordinate staff including the Trainee Librarians. This increase will take effect from 1st Jan '89.

11. There being no further points, the meeting closed with a vote of thanks to the Chairman.



(SC SINHA)
Maj Gen (Retd)
Secretary

30 Nov '88

To

All present

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING HELD ON
25 APRIL 1989 AT 1030 HOURS AT THE USI LIBRARY

Present -

1. Lt Gen MA Zaki, AVSM, Vr C DGMT	- Chairman
2. Air Commodore RN Kharbanda, VM Rep Director Trg, Air HQ	- Member
3. Captain IA D'Cunha Rep Director Training, Naval HQ	- "
4. Lt Gen ZC Bakshi, PVSM, MVC, AVSM, Vr C(Retd) Member USI Council	- "
5. Lt Gen JFR Jacob, PVSM (Retd) Member USI Council	- "
6. Maj Gen SC Sinha, PVSM(Retd) Director USI	- Secretary
7. Air Commodore NB Singh Deputy Director & Editor USI	- In attendance
8. Brig GL Sachdeva Deputy Director (Adm) USI	- In attendance
9. Maj Gen GK Sen Managing Director AWHO	- In attendance for Item 4.

Item I - Minutes of the Executive Committee meeting
held on 28 Nov 88.

1. The minutes of the meeting were confirmed.

Item II- Subjects for the 1989/90 USI Gold Medal Essay
Competition

2. The Committee approved the following two subjects for
the 1989/90 Essay Competition :-

(a) Open to all officers

Defence Production in the Private Sector.

(b) For officers of the rank of Major and
equivalent with not more than 10 years service

Modern Technology and its impact on the Defence
Forces including its manning policies.

Item III - Employment of a Junior Clerk in the Course Section

3. The Committee approved the employment of a Junior Clerk in the Course Section.

Item IV - Review of the USI Construction project

4. The Committee reviewed the construction agencies which should be employed once the land opposite the Signal Enclave is allotted. Maj Gen GK Sen explained the advantages of getting the work done by the AWHO in comparison with the MES and outside private agencies. The Committee decided that the Building Sub-Committee should, when Vice Adm Nayyar is in station, visit the Club Building constructed by AWHO at NOIDA and then take a view on the agency to be entrusted for the construction work of the USI Project.

5. Maj Gen GK Sen explained that there would be no legal hitches to dispensing with the services of the Design Group since the building is now being constructed on an entirely new site and all the planning would have to be done ab-initio. The Committee decided that the Director should examine this aspect and make a recommendation after obtaining legal opinion in the matter.

Item V - Selection of subject for the USI National Security Papers

6. The Committee approved the subject "Implication of Indian Military Intervention in South Asian States" and approved that Lt Gen EAVas, PVSM(Rtd) be approached to write the paper.

Item VI - Selection of a suitable subject and nomination of the Chairman for an USI Seminar to be held in 1989

7. The Committee approved the holding of a USI Seminar during 1989 on 'The Formulation of Foreign and Defence Policies for the 1990s' and asked the Director to approach Lt Gen SF Rodrigues to be the Chairman.

Item VII - Select Judges for the 1988/89 Gold Medal Essay Competition

8. The Committee suggested that the Senior Directing Staff at the NDC be approached to be judges for the Essay Competition as was done previously.

Item VIII - Shri Agarwal's letter regarding late Col Pyara Lal's Will

9. The Committee concluded that further action could be taken on the matter only after they had seen Col Pyara Lal's will. The Director was asked to obtain a copy of the will.

Item IX - The holding of elections for the USI Council

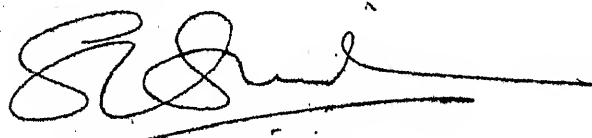
10. The Committee directed that the election process for the election to the Council should be set in motion and nominations be obtained from members by 1 Aug 89. The Committee approved the issue of the letter at Appx A attached.

Item X - Publication of Shri Sahdev Vohra's book

11. The Committee ruled that the USI could not get involved in the publication of a private member's book.

Item XI - Other Points Raised.

12. On being informed by the Director of the likely rise in the minimum daily wages payable within the jurisdiction of the Delhi Administration, the Committee authorised the Director to take appropriate action when necessary.


 (SC Sinha)
 Maj Gen (Retd)
 Secretary
 28 April 1989

To

All present.

Appendix 'A' to Minutes of
USI Executive Committee meeting
held on 26 Apr 89.

Dear Member,

Elections to the 14 Members Council are due by December 1989 as the term of the present Council expires on 31 December 1989. A copy of the new rules laying down the procedure for Election, which have been framed and accepted by the Council are given on the reverse side of this letter.

2. According to para 7 of the rules, you are requested to please propose the name of one member to serve for each vacancy occurring on the Council. Should you be unable to propose names for all the vacancies (14), then you may send the names for any lesser number. The names proposed by the members duly seconded by another member should be forwarded to the Director by 1 August 1989. The member who proposes the names should ensure that his nominees are willing to serve, if elected.
3. The following elected members of the present Council, have served two terms on the Council and are, therefore, ineligible for election this time :-(a) Air Cmde Jasjit Singh, AVSM, Vr C, VM Director, IDSA.(b) Lt Gen SP Malhotra, Padm Bhushan, PVSM(Retd)(c) Lt Gen AM Sethna, PVSM, AVSM (Retd)(d) Lt Gen Harbaksh Singh, Vr C(Retd)(e) Brigadier NB Grant, AVSM (Retd)

Yours sincerely,

(SC Sinha)
Maj Gen (Retd)
Director USI

Dy. Sir (Addres)

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING HELD ON
18 AUGUST 1989 AT 1100 HOURS AT THE USI LIBRARY

Present -

1. Lt Gen MA Zaki, AVSM, Vr C - Chairman
 DGMT
2. Air Vice Marshal M. Banerji, - Member
 MVC, VM, Director Training,
 Air HQrs.
3. Commodore G. Rai, NM, VSM - Member
 Director Training, Naval HQrs.
4. Lt Gen Z.C. Bakshi, PVSM, MVC, - Member
 AVSM, Vr C (Retd)
5. Lt Gen JFR Jacob, PVSM (Retd) - Member
6. Vice Admiral S Mookerji, PVSM, - Member
 AVSM (Retd)
7. Vice Admiral K.K. Nayyar, PVSM - Member
 (Retd)
8. Maj Gen SC Sinha, PVSM (Retd) - Secretary
9. Air Commodore NB Singh (Retd) - In attendance
10. Brig GL Sachdeva (Retd) - In attendance
11. Lt Gen AM Vohra, PVSM (Retd) - In attendance
 for item 3.

Item I - Minutes of the Executive Committee meeting
held on 26 April 1989

1. The minutes of the meeting were confirmed.

Item II - USI National Security Lecture 1989

2. In view of the very heavy commitments
Shri P.V. Narasimha Rao is bound to have due to the
forthcoming General Elections, the Committee asked the
Director USI to approach the Hon'ble Minister for a
fresh date in Feb '90 for his lecture.

Item III - USI Seminar

3. Lt Gen AM Vohra said that if he was to be the
Chairman of the Seminar then he felt that the back-ground
paper should be prepared under the guidance of the
Executive Committee.

4. After some discussion the Committee decided that its members would send their views on the various points to be included and the aspects to be highlighted in the back-ground paper. These were to be sent in by 31 Aug 89 and thereafter Air Commodore N.B. Singh would prepare a draft of the paper, which would be circulated to the members and approved at the next meeting of the Executive Committee.

Item IV - USI Seminar suggested by Lt Gen M.L. Chibber PVSM, AVSM (Retd)

5. The Committee felt that holding a seminar on the subject proposed by Lt Gen ML Chibber would be appropriate and should be held. The members, however, were of the opinion that the subject as suggested by Gen Chibber was rather narrow in scope and needed to be expanded and the base provided for discussion to be broadened so as to include many other means that were equally important in effecting a reduction in expenditure on the Armed Forces.

6. The Committee requested Admiral Mukherji to prepare a back-ground paper for this Seminar and to be its Chairman, when it was held. This was accepted by Admiral Mukherji.

Item V - Speakers for the Winter Programme of Lectures

7. Besides the two lectures already scheduled by the USI, the Committee approved of the following talks being arranged:-

(a) A talk on the CHAMB Operations during 1971 by Lt Gen RK Jasbir Singh in Dec '89.

(b) A talk on the 'International Security Environment' by Vice Admiral K.K. Nayyar in Jan '90.

(c) A talk on the 'Operations in Bangladesh during 1971' by Lt Gen JFR Jacob in Mar '90.

Item VI - USI National Security Paper

8. The Committee decided that Dr KR Singh of the Institute of International Studies of the JNU in Delhi should be approached to write the USI National Security Paper on "Implications of Indian Military Intervention in South Asian States".

9. The Committee felt that in view of the amounts now being paid for articles published in the USI Journal, the honorarium offered to authors of the National Security Papers was inadequate. It was decided, therefore, to raise the limit of such honorariums upto Rs.3000/- to Rs.5000/- depending on the quality of the work produced.

Item VII - The USI Gold Medal Essay Competition

10. The Chairman, Lt Gen MA Zaki, agreed to approach the Commandant of the NDC to request his senior DS to act as Judges for the Gold Medal Essay Competition.

Item VIII - Colonel Pyara Lal's Will

11. In view of the fact that a probate had still not been issued on the Will, the Committee felt that no action was needed to be taken by the USI at this stage.

Item IX - Elections for the USI Council

12. The Committee approved the covering letter and the ballot papers and directed that these may issue to all members.

Item X - Review of the USI Construction Project

13. The Committee was informed that the scheduled meeting between the President of the USI Council, Air Marshal Suri, and the Defence Secretary was cancelled and did not take place. So far no fresh date for the meeting has been projected. Members of the Committee expressed their disappointment at the lack of progress in the allotment of land for the USI building project.

Item XI - Appointment of an Honorary Legal Adviser

14. The Committee approved the appointment of Shri (Ex Captain) Jagmohan Sabharwal as honorary Legal Adviser to the USI on the same terms and conditions as were offered to Major Deepak Manmohan, whose resignation was accepted.

Item XII - Leave Encashment applicable to the USI Staff

15. The Committee approved the proposal of increasing the entitlement of the USI staff for the encashment of leave from two months to four months.

Item XIII - Publication by the USI of Major Hamond's Research Paper on the Award Winners of the MacGregor Memorial Medal

16. The Committee considered Major R Hamond's thoughtful offer to give the USI the first option on publishing the Research Paper he is doing on the awardees of the MacGregor Memorial Medal. The Committee expressed its pleasure on the offer made by Major Hamond and decided to accept it gratefully.

Item XIV - Leave of Absence to the Director

17. The Committee approved the grant of leave of absence to Maj Gen SC Sinha, Director USI from 15 Sep to 13 Oct '89.

18. There being no other points the meeting was concluded with a vote of thanks to the Chairman.


(SC SINHA)
Maj Gen (Retd)
Secretary
22. Aug '89

To

All present.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING HELD ON
08 NOVEMBER 1989 AT 1100 HOURS AT THE USI LIBRARY

Present:

1. Air Vice Marshal M. Banerji, MVC, VM Director Training (Air), Air HQ.	Chairman
2. Maj Gen Rajender Singh, AVSM Offg DGMT	Member
3. Capt. IA D' Cunha, Rep Director Training, Naval HQ	Member
4. Lt Gen Z.C. Bakshi, PVSM, MVC, AVSM, Vr.C, VSM (Retd)	Member
5. Vice Adm S. Mookerji, PVSM, AVSM (Retd)	Member
6. Vice Adm K.K. Nayyar, PVSM, AVSM (Retd)	Member
7. Maj Gen S.C. Sinha, PVSM (Retd)	Secretary
8. Air Cmde N.B. Singh (Retd) Dy Director & Editor, USI of India	In Attendance
9. Brig GL Sachdeva (Retd) Dy Director (Admin), USI of India	In Attendance
10. Lt Gen A.M. Vohra, PVSM (Retd)	In Attendance for item IV.

Item I - Minutes of the Executive Committee meeting held on
18 August '89.

1. After considering the progress on the points, the minutes of the meeting were confirmed.

Item II - The USI Gold Medal Essay Competition

2. The results compiled and sent by the Senior DS of the National Defence College, who had been appointed as Judges, were considered and accepted. On the results being approved, the Chairman opened the sealed envelopes and declared the following persons as Prize winners:-

(a) OPEN TO ALL

(i) First - Brig PK Pahwa, BGS,
Defence Services Staff College
Wellington (Nilgiris)

(ii) Second - Commander C.T. Joseph,
I.N.S. Kadmat C/o Fleet Mail Office
Vishakhapatnam (AP)

(b) RESTRICTED TO OFFICERS UPTO 10 YEARS SERVICE

(i) First Lt Sanjay J Singh, I.N.
I.N.S. VEFR C/o Fleet Mail Office
BOMBAY-400001.

(ii) Second Capt H. Dharmaraj
3 Engineer Regt, C/o 56 APO.

3. According to the recommendations of the Judges, none of the essays were considered to be upto the standard suitable for the award of a Gold medal. They were recommended for cash awards of Rs.2000/- to the winner and Rs.1000/- to the runners-up. The winning essays were considered suitable for publishing in the USI Journal after necessary editing.

Item III - Elections to the USI Council

4. Director Training, Air HQ, Offg DGMT and the Offg Director Training, Naval HQ agreed to nominate one officer each as Returning Officers for the Election. These officers would report at 1100 hours on 16 Nov '89 to the USI, open the sealed ballot box and ballot papers, count the votes and compile the result from the ballot papers. These officers would be made available to the USI till the task of compiling the results are completed.

Item IV - USI Seminar

5. The final background paper was considered. Certain amendments to the paper were suggested and accepted. The Committee accepted Gen Vohra's suggestion that the portion relating to the "Foreign Policy Framework" be informally discussed with the Ministry of External Affairs before the paper is finalised. The Committee decided that the Seminar Scheme should be held in the three following parts:-

- (a) The regional Security Environment in the 1990s.
- (b) Foreign Policy goals for India in the 1990s.
- (c) National Security - Objectives, threat perceptions and strategy.

6. The Committee suggested that the following persons should be approached to present papers in the three parts of the Seminars:-

(a) Regional Security Environment

- (i) Mr K Subramanyam.
- (ii) General K Sunderji.
- (iii) Professor KR Singh.
- (iv) Lt Gen ML Chibber.

(b) Foreign Policy Goals

- (i) Mr AP Venkateswaran.
- (ii) Mr TN Kaul.
- (iii) Mr Damodaran.
- (iv) Mr BG Verghese.

(c) National Security

- (i) Mr Ajit Majumdar.
- (ii) Air Cmde Jasjit Singh.
- (iii) Lt Gen AM Vohra.
- (iv) Air Marshal KD Chadha.

7. The Committee decided that the Seminar should be held in the second week of Feb '90, the final date being finalised in consultation with the Service HQrs. After this has been done, the Director Nehru Memorial Museum & Library should be approached to reserve their auditorium. The Chairman agreed to do the reservation in the name of Air HQ to avoid any hiring charges having to be paid by the USI. Should this auditorium not be available then a Seminar Hall in the Vigyan Bhavan will be reserved.

8. The Directors Training of the three Services decided to explore how financial aid could be made available to the USI for running this Seminar.

Item V. Reprinting of Old Books

9. It was decided that the USI should first approach various publishers like Janes and Brassey's to find out how many copies of the rare out of print books they would be prepared to buy if these were re-printed by the USI in India. A decision on Lancer Publisher's proposal on this matter be taken only if a viable number of these books can be marketed by the USI.

Item VI - Marketing of Lancer International Publications

10. The Committee did not approve of this proposal.

Item VII - Appointment of Capt. RP Khanna, IN (Retd.)

11. Admirals Mookerji and Nayyar felt that there should be a more visible Naval representation on the USI staff than would be achieved by this proposal. The Director Naval Training was requested to approach the COPS to make available a Naval officer to the USI on the lines as was being done by Army HQ. Should this not be feasible then the proposal in the Agenda may be accepted.

Item VIII- Appointment of an additional clerk for the Courses Section.

12. The employment of an additional clerk for the Courses Section was approved.

Item IX - Aid to late Peon Ram Bharose

13. The Committee expressed its deep regret at the sad demise of Shri Ram Bharose and conveyed its condolences to the bereaved family. An ex-gratia grant of Rs.500/- to the family of late Shri Ram Bharose was sanctioned, in addition to the amount already paid to him.

Contd....4/-

Item X - Date of Council meeting

14. It was decided to convene the USI Council meeting on 27 Dec '89.

Item XI - USI Lectures

15. It was decided to request Lt Gen Jasbir Singh to deliver his talk on the '1971 Chhamb Operations' on 28 Dec '89.

Item XII - Next USI Executive Committee meeting

16. It was decided to hold the next meeting at the USI Library at 1100 hours Thursday 30 Nov '89.

Item XIII- Working of the USI Courses Section

17. The following summary of the results of the Correspondence Courses for the Air Force and Naval Entrance examinations for the DSSC were brought to the notice of the Committee:-

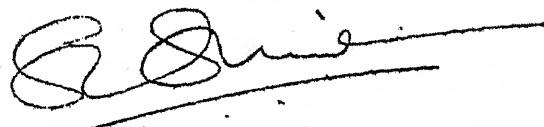
(a) Correspondence Course for DSSC Entrance Examination- Air Wing

(i) No of USI students appearing for the Examination	64
(ii) No passed	43
(iii) Percentage passed	64%
(iv) Air Force overall pass percentage of those NOT taking USI Course.	57%

(b) Correspondence Course for DSSC Entrance Examination - Naval Wing.

(i) No. of USI students	62
(ii) No passed	42
(iii) Percentage passed	68%
(iv) Overall pass percentage of those taking USI Course.	51%

18. There being no other points the meeting was brought to a close with a vote of thanks to the Chairman.



(SC SINHA)
Maj Gen (Retd)
Secretary,
10 Nov '89.

To all present

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD ON 30 NOV '89 AT 1100 HOURS AT THE
U.S.I. LIBRARY

Present -

1. Lt Gen VP AIRY, MVC, DGMT	- Chairman
2. AVM M Banerji, MVC, VM Director Training, Air HQ	- Member
3. Commodore G. Rai, VM, VSM Director Training, Naval HQ	- "
4. Lt Gen ZC Bakshi, PVSM, MVC, AVSM, VrC, VSM (Retd)	- "
5. Vice Admiral S. Mookerji, PVSM, AVSM (Retd)	- "
6. Air Commodore Jasjit Singh, AVSM, VrC, VM Director, IDSA	- "
7. Maj Gen SC Singha, PVSM (Retd)	- Secretary
8. Air Commodore NE Singh, (Retd) Dy Director & Editor, USI	- In attendance
9. Brigadier GL Sachdeva (Retd) Dy Director (Admn) USI	- In attendance

Item I - Minutes of the Executive Committee meeting held
on 08 Nov 89

1. The progress on the minutes were noted and these were confirmed.

Item II - Gold Medal Essay Competition

2. The proposal of getting the prize winners to Delhi for the cash awards to be given to them at the Council meeting was approved. The DGMT and Director Training Naval HQ assured the Committee that all efforts to get the officers on temporary duty to Delhi by 26 Dec 89 will be made. The Director Training Naval HQ did, however, point out the difficulties that might arise in getting an officer if he is on a ship out at sea.

Item III - USI National Security Paper

3. The Committee discussed the layout of the National Security Paper as proposed by Professor KR Singh. The Committee felt that the reference to Kashmir in the context of the paper was inappropriate and should be deleted. They

contd..

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generally approved the layout with certain suggested modifications.

Item IV - Elections to the Council

4. The Committee was informed of the results of the elections held for the USI Council for 1990 to 1992 and approval was given to these being promulgated.

5. The Committee approved of the proposal to convene the first meeting of the new USI Council on the same day as the proposed Council meeting called on 27 Dec 89. They however, felt that a joint meeting was not appropriate. It was, therefore, decided that the new Council would be called in the afternoon, to meet after the present Council had held its meeting and transacted all current business. It would be for the new Council to elect a President of the Council and members of the Executive Committee for 1990.

6. The Committee were perturbed at the trend of voting that had eliminated Naval representation on the Council. The Committee decided that to maintain the united service characteristic and culture of the USI, a proposal should be put up to the Council to ensure that ~~all~~ Services were represented on the Council. Towards this end it was felt that the proposal should lay down a quota of Nine Army, Two Navy, Two Air Force and one civilian member to be elected to the Council. This should be effective from the next elections to the Council to be held in 1992.

7. The Committee noted that the existing rules did not allow for the USI Council to coopt members, whose presence on the Council would be useful to the Institution. It was decided to put up a proposal to the Council to include a provision in the USI rules enabling it to coopt members to join the Council. Numbers of such members should be limited to two or three persons.

Item V - USI Accounts, Audit Report and Budget

8. On a query being raised it was explained that the large increase in expenditure, as compared to 1987, was due mainly to the fact that till Nov '87 the USI had worked with very few and an inadequate staff. To improve the functioning of the USI the staff had to be more than doubled. There had also been a sizeable increase in pay to the staff towards the end of 1987. Further the audited accounts presented to the Committee were for 15 months (from 1 Jan 88 to 31 Mar 89) as compared to 12 months of the previous year.

9. The Committee directed that the accounts and the audit report be placed before the Council for its approval.

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contd...

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C. Item VI - Seating Plan Suggested by Brig NB Grant

10. The Committee decided that the seating plan for the President, Vice Presidents and the Chairman Executive Committee should continue as at present. The remaining members will be seated according to alphabetical order.

Item VII- Promotion from Junior Clerk to Senior Clerk.

11. The Committee decided that a Junior Clerk would be promoted to the grade of Senior Clerk after ten years service provided the service rendered by the person was satisfactory and the person was recommended for such promotion. The cases would be decided by the Director.

Item VIII- Letter from Lt Col L Joawn

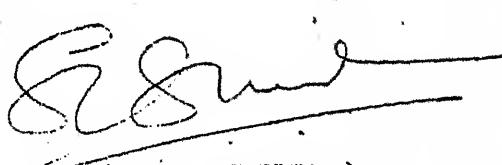
12. The Committee considered the letter from Lt Col L Joawn representing against the change in the election rules made in the new USI rules. The Committee felt that the Council was competent to frame rules and there was, therefore, no substance in Lt Col Joawn's representation.

Item IX- Maj Hamond's letter giving proposals for printing the MacGregor Medal Register.

13. The Committee approved of the proposals put up in Maj Hamond's letter (copy attached at appendix). They also approved the proposal for inviting Maj Hamond to be an honorary member of the USI.

Item X - Purchase of Slotted Angle Iron Racks for the USI Stores

14. The Committee sanctioned the purchase of Angle Iron Racks from Bono Vickers India Ltd for approx Rs. 20,000/- (Rs. Twenty thousand only).


(S.C. SINHA)

Maj Gen (Retd)
Secretary

04 Dec '89

To All present

Appx item IX

PROPOSALS FOR THE PRINTING OF THE FINAL PAPER

- 1 (a). The Paper to be printed by the USI of India.
- (b). I will send to USI a correct typescript. Correcting of printer's proofs will have to be done by USI direct to the printers using my typescript as the correct version, but I suggest that one copy of the printer's proofs should be sent to me. I will check it, correct if necessary, and return it to USI.
- (c). I shall make over to USI the copyright of my Paper, during my lifetime and after my death. This will give USI freedom to :-
 - (i) reproduce it in future without reference to me and to amend it where necessary (i.e.: eligibility rules may change in future, new awards may be made and these will have to be added to the Register of Awards, and future research may reveal further information on medallists' journeys or work which USI may wish to include.
 - (ii) make a charge for copies of the Paper in order to defray printing and other costs, if USI consider this necessary.
- (d). I wish to make the following conditions in respect of 1(c) above :-
 - (i) I retain the right to reproduce the Paper, without fee, as an Appendix to a book which I am proposing to write about my journey through Western Tibet in 1939.
 - (ii) I retain the right to be notified, during my lifetime only, of any changes made by USI to the Paper or Register of Awards (as in C(i) above) and, conversely I will notify USI of any new information which may come to my knowledge in the future so that amendments/ additions may be made to the Paper, as necessary in future.
 - (iii) after the paper has been printed a sufficient number* of copies, on repayment, shall be sent to me by surface mail for distribution to :-
 - living medallists in the UK
 - families of dead medallists in the UK (where known),
 - medallists' Regimental Museums or Associations in the UK,
 - Societies (RGS etc), Military Museums (NAM etc),
 - Medals and Awards Society, any organisation or individual who has given much help during research and has expressed an interest in the Paper.

*The number of copies needed will be given later but I stress that they will be on repayment by me

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and that I will bear the cost of distribution. If USI can give me reduced charge for bulk I shall accept it gratefully.

(IV). USI to distribute copies of the Paper in India to :-

living medallists in India and, if they wish, to families of dead medallists (where known), Medallists 'Regimental HQs or Museums in India and to any organisation, Society or individual in India whom USI think should have a copy.
Surveyor General of India.

2. Contents of the Paper

- (a). Cover design (See over for my suggestions).
- (b). Research Notes and Acknowledgements.
- (c). The Medal: History, Eligibility for Award, Description (including photos of Medal and Ribbon).
- (d). The Medallists; Who were they ?
- (e). Maj Gen Sir Charles MacGregor; a character study
- (f). Appendix. Register of Awards giving short details of journeys/work in each case, with sources and bibliography where available. (see Notes 3 & 4 below).

The following sections of the contents listed above are now complete :-

(b), (c) except for Notes 1 & 2 below, (d), (e) almost complete.

Appendix. Information on medallists and their journeys/work is at present on a card index (see Notes 3 & 4 below). While research on the few remaining cases is being done in India and the UK, I will begin to make up the Register from the Card index. (c), (d) with a few examples of medallists, and (e) are scheduled to be printed in the Indian Army Association Newsletters of Nov'89, June 1990 and Nov 1990, and to be reproduced by USI in their Journal issues of (suggested) April, July, and November 1990.

Notes :-

1. USI to confirm that the medal ribbon may now be worn on uniform by officers and ORs awarded Gold or Standard Size Silver Medals, and from what date this custom was authorised.
2. USI to send me a short piece of ribbon to photograph.

....3...

contd...

: 3 :

3. The Register of Awards has been put as an Appendix to the Paper so that it can be reproduced in USI Journals from time to time, with additional awards or information, without the necessity of reproducing the whole Paper if this is not necessary.
4. Included at the end of the Register of Awards is a list of the 87 ORs who were awarded the reduced size Silver Medal with Ribbon. I have not researched their journeys/work but I have included information on them where it has come to my knowledge in a few cases.
3. Suggested Cover Design (Your letter of 28 August '89 refers)

USI Journal Crest as on
← Cover of Centenary Number

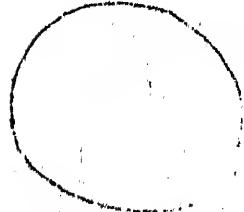
THE MACGREGOR MEMORIAL MEDAL

AND
REGISTER OF AWARDS

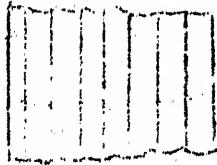
1889 - 1989

OBVERSE SIDE)

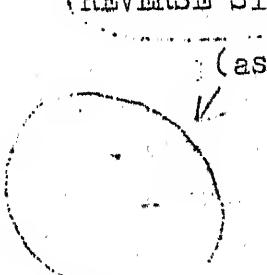
THE MEDAL



RIBBON



REVERSE SIDE



(as in the Paper)

(in Colour ?)

Headings ringed do not need
to be printed on the cover - they are
only there for explanation.

50 -

(Robert Howard)

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD ON 25 APRIL 1990 AT 1145 HOURS AT THE
UNITED SERVICE INSTITUTION LIBRARY

Present -

1. Lt Gen VP Airy, MVC
D G M T - Chairman
2. Air Commodore RN Kharbanda, VM
Offg Director Training,
Air HQ - Member
3. Captain (IN) IA D'Gunha
Offg Director Training,
Naval HQ - "
4. Lt Gen JFR Jacob, PVSM (Retd) - "
5. Lt Gen VK Nayar, PVSM,SM(Retd) - "
6. AVM M Banerji, MVC, VM (Retd) - "
7. Maj Gen SC Sinha, PVSM(Retd) - Secretary
8. Air Commodore NB Singh (Retd)
Dy Director & Editor USI - In attendance
9. Brig GL Sachdeva (Retd)
Dy Director (Adm) USI - In attendance.

Item 1 - Minutes of the Executive Meeting held on
30 Nov 189

1. The Secretary pointed out that action on all points noted in the minutes had been completed. Lt Gen VK Nayar proposed that the minutes be confirmed. The proposal was seconded by AVM Banerji and adopted by the Committee.

Item 2 - Consider the Prime Minister's Suggestion
regarding Vice Patron

2. It was decided that Dr Raja Ramanna should be invited to be a Vice Patron of the USI.

Item 3 - USI Building Project

3. After reviewing the present unsatisfactory position of the USI Building Project, the Committee decided to constitute the Building Sub Committee as under :-

- (a) Lt Gen ZC Bakshi, PVSM, MVC, AVSM, Vr C (Retd) - Convener
- (b) Lt Gen VK Nayar, PVSM, SM (Retd) - Member
- (c) AVM M Banerji, MVC, VM (Retd) - Member
- (d) Lt Gen JFR Jacob, PVSM (Retd) - Co-opted as required.

Item 4 - Office Supervisor in the Course Section

4. The Committee approved the appointment of Shri IK Sharma as Office Supervisor of the Course Section with an additional allowance of Rs 100/- per mensem with effect from 01 May '90.

Item 5 - Appointment of Senior Clerk

5. The Committee approved the promotion of Shri Amar Singh Choudhary to the grade of Senior Clerk with effect from 01 May 90.

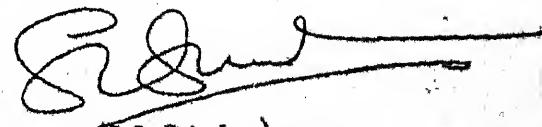
Item 6 - MacGregor Gold Medal

6. The Committee approved the proposal for having a gold plated medal with the provision that the plating should be done on hall mark sterling silver and the gold plating be heavy enough to last at least 20 years.

Item 7 - Reprinting of Old Books

7. The Committee reconsidered the decision taken at the USI Executive Committee meeting held on 8 Nov 89 to approach publishers in the UK for reprinting old books. It was decided to drop this proposal and approach only publishers in India for this work. Such publishers should be asked to pay a royalty of 30% to the USI. Besides Lancer Publications, it was decided that Vision Publishers and Maj Gen DK Palit, Vr C (Retd) should be contacted in this matter.

8. There being no other points, the meeting was adjourned after passing a vote of thanks to the Chairman.


(SC Sinha)

Maj Gen (Retd)
Secretary

26 April 1990

To all present

No 1018/2/90/USI

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD ON 31 AUG 90 AT 1030 HOURS AT THE
UNITED SERVICE INSTITUTION LIBRARY

Present -

AVM SDL Tully Director of Training (Air), Air HQ	Chairman
Maj Gen Ashok Joshi Offg Director General Military Training	Member
Lt Gen ZG Bakshi, PVSM, MVC, VrC, VSM (Retd)	Member
AVM M Banerji, MVC (Retd)	Member
Lt Gen SL Menezes, PVSM, SC (Retd)	Member
Lt Gen VK Nayar, PVSM, SM (Retd)	Member
Maj Gen SC Sinha, PVSM (Retd) Director USI	Secretary
Air Cdre NB Singh Dy Director & Editor, USI	In attendance
Col HS Attari	In attendance
Maj Gen GK Sen	In attendance

Item 1 Minutes of the Executive Committee Meeting held
at the USI Library at 1145 hours on 25 Apr 90.

1. The minutes of the meeting were read. It was proposed by Lt Gen ZG Bakshi that the minutes be confirmed. The proposal was seconded by AVM M Banerji and adopted by the Committee.

Item 2 USI Building Project.

2. The Committee expressed its satisfaction at the allotment of three acres of land off Rao Tula Ram Marg, adjacent to the Central Base Post Office. The Committee appreciated that the allotment had been made possible by the efforts and good offices of Gen Rodrigues, COAS and expressed its gratitude for all the work done by him towards this end.

3. The Committee was briefed by Maj Gen GK Sen, MD AWHO who pointed out that the 8% departmental charges on the actual expenditure of the project charged by the AWHO included the fees of the architect. He further brought to the notice of the Committee the difficulties that were likely to arise in obtaining power and water connection.

4. The Committee directed that a meeting should be convened of the Building Sub Committee, who should decide on the agency to be entrusted with the construction. The Committee later visited the site of the land and the two nearby projects being constructed by the AWHO.

Item 3- Appointment of Col KL Dubey

5. The Committee decided to coopt Col KL Dubey as a Technical Adviser to the Building Sub Committee.

Item 4 National Security Lecture - 1990

6. The Committee decided that Air Chief Marshal Arjun Singh be invited to preside over the USI National Security Lecture to be delivered by Lt Gen SK Sinha (Retd). In case he was unable to do so, then RRM, Dr Raja Ramanna be invited to preside.

Item 5 - Progress on USI National Security Paper

7. The Committee noted with satisfaction the progress reported by the Director that the paper would be published by end Oct 90.

Item 6 - Gold Medal Essay Competition.

Compared to last years,

8. The Committee expressed its satisfaction that as the number of entries to both the categories had more than doubled. They directed the Director USI to approach the Commandant NDC to authorise the Senior DS to evaluate the Essays as was done last year. They approved an honorarium amounting to Rs 1,000/- to each evaluator.

Item 7 - Enrolment of Gentlemen Cadets/Midshipmen from Army, Naval and Air Force Academies as member of the USI.

9. The Committee decided that with immediate effect such categories would be accepted only as annual members and not life members. They can convert their membership to become life members after they have passed out of the academies and received their commissions.

Item 8 - Vice Patrons

10. The Committee noted with pleasure the contents of the letters from Dr Raja Ramanna and Gen Rodrigues accepting to be Vice Patrons of the USI. They also noted with satisfaction Gen Rodrigues decision to continue to serve as an elected member of the USI Council.

Item 9 - Pay and Allowances of USI Employees

11. The Committee approved the following scales of basic pay in order to incorporate the increases in basic pay sanctioned earlier :-

- (a) Senior Clerk - Rs 850 - 30- 1300 EB-40-1700.
- (b) Junior Clerk - Rs 690 - 20 -790- EB-30-1240.
- (c) Peon - Rs 600 -15- 750 EB-20-950.

Item 10 - Enhancement of honorarium to Examiners and Paper Setters.

12. The following scales of honorarium were approved by the Committee :-

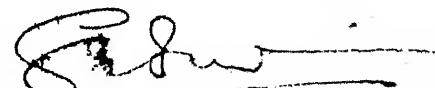
(a) Setting of Papers

- (i) DSSC Army, Navy, Air and TSC - Rs 250/-
- (ii) Promotion Examination B/D - Rs 200/-

(b) Correction of Papers

- (i) DSSC Army, Navy, Air & TSC - Rs 10/- per paper.
- (ii) Part D - Rs 8/- per paper
- (iii) Part B - Rs 7/- per paper

13. There being no other points, the meeting was adjourned with a motion of thanks to the Chairman.



(SC Sinha)
Maj Gen (Retd)
Secretary
07 September 1990
(Tele 3015828)

To all present

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD ON 31 AUG 90 AT 1030 HRS AT THE
UNITED SERVICE INSTITUTION LIBRARY

1. The following may please be incorporated in the above mentioned minutes :-

On Page 3, after Item 10, para 12,
add Item 11, Para 13 as given below :-

" Item 11 - Honorarium paid to Maj Gen MM Walia,
SM for Publication of Book on M Sc (Def Studies).

13. It was approved by the Committee to pay
an additional sum of Rs 1,000/- to Maj Gen
MM Walia, SM for writing the book in M Sc
for the Institution.

2. Renumber para 13 as 14. "



(SC Sinha)
Maj Gen (Retd)
Secretary
14 Sep 90
(Tele 3015828)

To All Members

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD ON 11 DECEMBER 1990 AT 1430 HOURS AT
THE UNITED SERVICE INSTITUTION LIBRARY

Present :-

Lt Gen VP Airy, MVC, DGMT	Chairman
AVM S.D.L. Tully, Dir Trg(Air)	Member
Commodore G. Rai, NM, VSM	"
Director Naval Training	"
AVM M Banerji, MVC, VM (Retd)	"
Lt Gen JFR Jacob, PVSM (Retd)	"
Lt Gen SL Menezes, PVSM, SC (Retd)	"
Lt Gen VK Nayar, PVSM, SM (Retd)	"
Maj Gen SC Sinha, PVSM (Retd)	Secretary
Director, USI	"
Air Commodore NB Singh	In attendance
Dy Director & Editor, USI	"
Brigadier GL Sachdeva	"
Dy Director (Admn), USI	"

Item I Minutes of the Executive Committee Meeting held
at the USI Library at 1030 hrs on 31 August 1990

1. The minutes of the previous meeting were read and it was confirmed by the Secretary that action had been completed on all points. Lt Gen JFR Jacob proposed that the minutes be confirmed. The proposal was seconded by Commodore G Rai and adopted by the Committee.

Item II Agenda for the Council Meeting to be held on
20 December 1990.

2. The Committee approved the agenda and directed that, along with the additional points brought up by the Secretary, it be placed before the Council for their consideration.

Item III USI Gold Medal Essay Competition

3. The Committee considered the results submitted by the evaluators of the Essay placed at appendix A attached. The Committee declared the following results:-

(a) Group A - Open to All

" Defence Production in the Private Sector"

(i) Award of the USI Gold Medal and a Cash Prize of Rs. 2,000/-

Maj Rajiv Kumar, 51 Armd Regt,
GSC2 (Army) DSSC Wellington

(ii) Cash Prize of Rs. 1,000/-

Brigadier BN Rao, VSM**
Comdr Karnataka & Goa Sub Area,
Bangalore.

(b) Group B - Restricted to Majors and equivalent with upto 10 years service

" Modern Technology and its Impact on Defence Forces "

(i) Award of the USI Gold Medal and Cash Prize of Rs. 2,000/-

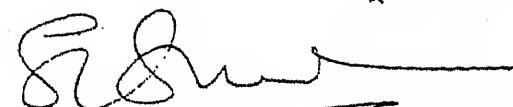
Lt Sanjay Jasjit Singh, IN
INS NIRGHAT

(ii) Award of Cash Prize of Rs. 1,000/-

2/Lt AS Mallapurkar
17 RAJPUTS

4. The Committee directed that the Chairman of the Chiefs of Staff Committee be invited to give away the prizes to the winners.

5. There being no other points, the meeting was adjourned with a motion of thanks to the Chairman.



(S.C. Sinha)
Maj Gen (Retd)
Secretary

12 December '90.

Appendix !!

EVALUATION OF ESSAYS SUBMITTED FOR THE
USI GOLD MEDAL ESSAY COMPETITION - 1990

" A "

(Defence Production in
the Private Sector)

OPEN TO ALL OFFICERS

" B "

(Modern Technology
and its Impact on
Defence Forces)

OPEN TO MAJORS UPTO
10 YEARS SERVICE

A D G E (TA)

Maj Gen.
Jasbir Singh

I	" Labor Omnia Vincit "	I	" Hit First, Hit Hard "
	(Gold Medal and Cash Prize)		(Cash Prize Only)

II	" J.L. Nehru "
	(Cash Prize)

- Nil -

Naval DS (NDC)

Rear Admiral
HC Malhotra

I	" Labor Omnia Vincit "	I	" We Kill for Peace "
	(Gold Medal and Cash Prize)		(For Cash award and Publication)
II	" J.L. Nehru "		

III	" Sera Tela Tonanti "
-----	-----------------------

Air Force DS (NDC)

Air Vice Marshal
K.D.K. Lewis

I	" Sera Tela Tonanti "	I	" Hit First, Hit Hard "
	(Gold Medal and Cash Award of Rs. 2,000/-)		(Gold Medal and Cash Award of Rs. 2,000/-)
II	" Leaner, Meaner, Cost- effective Defence Sector "		

(Award of Rs. 1,000/-)

II " The Uncertainties
and Risk Well
enough " (Award of Rs. 1,000/-)

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD AT THE USI LIBRARY AT 1430 HOURS ON
24 JANUARY 1991

Present -

1.	Lt Gen VP Airy, MVC D G M T	- Chairman
2.	Air Commodore RN Kharbanda, VM Dy Director Training (Air)	- Member
3.	Commodore G Rai, NM, VSM Director of Naval Training	- "
4.	AVM M Banerji, MVC, VM(Retd)	- "
5.	Lt Gen VK Nayar, PVSM, SM (Retd)	- "
6.	Maj Gen SC Sinha, PVSM (Retd) Director USI	- Secretary
7.	Air Commodore NB Singh (Retd) Dy Director & Editor	- In attendance
8.	Brig GL Sachdeva (Retd) Dy Director Adm	- "
9.	Col HS Attari (Retd) Chief Instructor	- "

Item I - Confirmation of the minutes of the previous
Executive Committee held on 11 Dec 90

1. Minutes of the previous Executive Committee meeting held on 11 Dec '90 were read and the Secretary pointed out that action on all points had been completed except for the presentation of awards to the winners of the 1990 USI Gold Medal Essay. It was brought out that the Gold Medals to be awarded for the Gold Medal Essay Competition, which had been ordered with the Govt Mint at Calcutta, were not ready. The Committee directed that the prizes would be awarded only when the gold medals had been received from the Mint. The Chairman undertook to get HQ Eastern Command to detail an officer to visit the Mint Officer at Calcutta and have the despatch of the medals expedited.

2. It was proposed by Commodore G Rai and seconded by Lt Gen VK Nayar that the minutes be confirmed. The Minutes were adopted by the Committee.

Item II - USI Gold Medal Essay Competition for 1991

3. The Committee selected the following subjects for the 1991 USI Gold Medal Essay Competition :-

(a) Open to all officers

"There has been considerable discussion and debate with regard to what India's foreign policy thrusts should be between now and turn of the century. This is particularly important in view of the changes in East Europe, the political and economic upheaval in the USSR, the unification of Germany, the virtual end of the Cold War and the on-going confrontation in the Gulf. Near home, there is Pakistan's interference in our internal affairs in the Punjab and J&K and China's attitude towards the delimitation of the border areas.

What in your views, therefore, should be India's foreign policy thrusts during this period, taking the regional and world situations into considerations?

(b) For officers upto the Rank of Major or equivalent ranks with not more than ten years service

Military Leadership in today's changing economic and political environment.

Item III - USI National Security Paper

4. The Committee selected the following subject for the USI National Security Paper :-

"Integrated approach to policy making regarding national security, taking into account both military and non-military threats is a must for any nation. Expanding this concept, identify strategies to optimise our efforts in defence, internal security and foreign affairs, and develop medium range and long range assessment to serve as a perspective for shaping Government policy."

5. The Committee directed that the following persons be approached in the order stated to author a paper on the subject selected above :-

- (a) Shri Arun Singh, Ex Minister of State for Defence.
- (b) Lt Gen EA Vas, PVSM (Retd)
- (c) Shri Govind Narain, ICS (Retd)

Item IV - USI Seminar for 1991

6. The Committee selected the following subject for a seminar to be conducted in 1991 :-

"The impact of the Gulf Crisis on South Asia, with particular reference to India."

7. The Committee directed that the following persons be approached to be Chairman of the Seminar :-

- (a) Shri Ramesh Bhandari
- (b) Shri S. Nihal Singh
- (c) Shri SK Singh

Item V - USI New Building Project

8. The Secretary apprised the Committee of the latest position on the allotment of land for the USI Building project. He informed the Committee that he had, on instructions from the COAS, Gen SF Rodrigues, met the Addl Secretary in the Ministry of Defence, Shri Nambiar, and apprised him about the difficulties our architects had expressed on planning a suitable building on the narrow piece of land that is being allotted. It has a frontage of barely 50 meters and a length of nearly 300 meters whereas a plot best suited for a building of our requirement should be of a proportion of frontage 2 to length 3. Mr Nambiar had promised to sort out the problem created by the division of the original plot of five acres between the USI and the IDSA. It was also pointed out that the IDSA were in any case not interested in this site.

9. After being apprised the views of all the members of the Building Sub Committee, the Committee decided that the responsibility of the building project should be given to the AWHO.

50

Item VI - Employment of a Library Assistant

10. The Committee sanctioned the employment of a second permanent Library Assistant in order to undertake the computerisation of the Library records.

11. There being no other points on the agenda, the meeting was adjourned with a vote of thanks to the Chairman.



(SC Sinha)
Maj Gen (Rtd)
Secretary

29 January 1991

All members of the
Executive Committee

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE
MEETING HELD AT THE USI LIBRARY AT
1130 HOURS ON FRIDAY, 20 SEPTEMBER
1991

Present :-

1. Lt Gen VP Airy, MVC D G M T	Chairman
2. Air Vice Marshal SDL Tully Director Training (Air)	Member
3. Captain V Balachandran Joint Director Naval Training	
4. Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd)	"
5. AVM M Banerji, MVC (Retd)	"
6. Lt Gen J F R Jacob, PVSM (Retd)	"
7. Lt Gen SL Menezes, PVSM, SC (Retd)	"
8. Lt Gen VK Nayar, PVSM, SM (Retd)	"
9. Maj Gen SC Sinha, PVSM (Retd) Director, U.S.I	Secretary
10. Air Commodore NB Singh (Retd) Dy Director & Editor, USI	In attendance
11. Brigadier GL Sachdeva (Retd) Dy Director (Admn)	"

Item I - To confirm the minutes of the previous Executive Committee Meeting held on 24 January 1991.

1. The Secretary pointed out that action on all points had been completed.
2. It was proposed by Lt Gen Bakshi and seconded by Lt Gen Menezes that the minutes be confirmed, and the proposal was adopted by the Committee.

Item II - Progress of the USI Building Project

The committee was briefed on the proceedings of the Building Sub-Committee meeting held on 5 Sept, 1991 at which the architect, selected by the A W H O, presented his conceptual plans. The Committee also examined the drawings and line plans given by the architect.

4. Gen. Jacob pointed out that his suggestions about the changes to the facade of the building, as seen from the road, had not been incorporated. He wanted the building to be in keeping with other modern buildings in Delhi. The Committee resolved that :-

- (a) Since the present facade was unsatisfactory, it should be altered. It should not have a fortlike appearance. These changes should be incorporated in the model of the building being prepared by the architect.
- (b) There should be no dining hall or kitchen in the Hostel. This space should be used for more rooms.
- (c) The Building Sub-Committee should meet as soon as the model was ready to be shown to them.

Item III Review of the Budgetary Sanctions for the Year 1991

5. The Committee approved the following increase in the Budgetary allotment subject to confirmation by the Council :-

(a) Library Grant An additional allotment of Rs.65,000/-
(b) The USI Journal An additional allotment of Rs.80,000/-

6. The Committee directed that proposals for suitable increase in subscriptions and in the cost of the Journal should be put up at the next Council meeting to compensate for the increase in costs.

Item IV Increase in rates of honorarium to Paper Setters and Examiners

7. The Committee approved of the following new rates with immediate effect :-

(a) <u>Part B</u>	
(i) Setting of papers	Rs. 250/-
(ii) Corrections	Rs. 8/- per paper.
(b) <u>Part D</u>	
(i) Paper Setting	Rs. 300/-
(ii) Corrections	Rs. 10/- per paper for all subjects except Adm & Law.
(iii) Corrections	Rs. 8/- per paper for Adm & Law.
(c) <u>D S S C (Army)</u>	
(i) Paper Setting	Rs. 350/- per paper.

(ii) Corrections

Rs. 12/- per paper for
all subjects, except
Tac-B

(iii) Corrections

Rs. 15/- per paper for
Tac-B

(d) D S S C Navy & Air Force

(i) Paper setting

Rs. 350/-

(ii) Corrections

Rs. 12/- per paper.

Item V Ad-Hoc Allowances for the USI Staff

8. In view of the steep rise in prices the Committee sanctioned the following monthly ad-hoc allowance for the USI Staff with effect from 1st Oct, 1991 :-

(a) Re-employed Service Officers	Rs. 300/-
(b) Re-employed staff	Rs. 200/-
(c) Permanent staff	Rs. 250/-

9. The Committee directed that the above allowance will not be taken into account for the calculations of DA, House Rent allowance or any other allowance.

Item VI Allowance of Library Trainees

10. The Committee sanctioned the following allowance for Library Trainees w.e.f. 1st October, 1991 :

(a) Library qualified Trainees	Rs. 800/-
(b) Unqualified trainees with Library experience	Rs. 750/-

Item VII Associate Membership

11. The Committee resolved that a suitable proposal be put up to the Council for the introduction of an associate membership without voting rights, for officers of the Public Sector units, academicians, Research fellows and to media person.

Item VIII Appointment of Brig YP Dey as Chief Instructor

12. The Committee confirmed the appointment of Brig YP Dey as Chief Instructor in an honorary capacity. He would be paid an allowance of Rs.800/- per month to reimburse his transportation expenses.

Item IX Appointment of a Legal Advisor

13. The committee approved the re-employment of Major Deepak Manmohan as legal adviser in place of Shri Jagmohan Sabherwal on an honorarium of Rs. 300/- per month as transportation charges.

Item X USI Seminar 1991

14. The Committee approved the background paper and suggested the following as chair-persons for the various Sessions :

(a) Inaugural - Defence Minister

(b) First Session

(i) Shri SK Singh

(ii) Alternative members :-

Shri Venkateswaran

Prof ML Sondhi

(c) Second Session

Lt Gen H. Kaul, PVSM, AVSM (Retd)

(d) Third Session

(i) Shri Jaswant Singh

(ii) Alternative Prof ML Sondhi

(e) Closing Address

Chairman Chiefs of Staff Committee

15. Lt Gen Jacob felt that more notice was needed for the Seminar. The Committee decided that efforts should be made to hold the Seminar on 26 and 27 Nov 1991.

Item XI USI National Security Paper

16. The Committee resolved that the following be approached to write the National Security Paper :-

(i) Lt Gen H. Kaul, PVSM, AVSM (Retd)

Alternative -

(ii) Lt Gen KK Hazari, PVSM, AVSM (Retd)

Item XII Asian Peace Research Association - Regional Conference

17. The Committee directed the Secretary to write to the Organisers of the Regional Conference and regret the USI's inability to send either a delegation to the Conference or to fund any other less endowed country.

Item XIII Appointment of Evaluators of Essays for the 1991 Gold Medal Essay Competition

18. The Committee directed the Secretary to approach the Commandant NDC to allow the Senior DS of the College to evaluate the essays submitted for the Gold Medal Essay Competition. They would be paid an honorarium of Rs. 1,000/- each.

Item XIV Leave Encashment for USI Staff

19. The Committee sanctioned the proposal to allow all USI Staff, who have accumulated more than 100 days privilege leave, to encash upto 30 days leave each year in instalments of 15 days each six months.

Item XV Date of Council Meeting for 1991

20. The Committee felt that the next Council Meeting should be held at the same time as the National Security Lecture. It was decided that the lecture should be held on 4th and 5th December 1991 and the Council Meeting on the forenoon of 4th December 91.

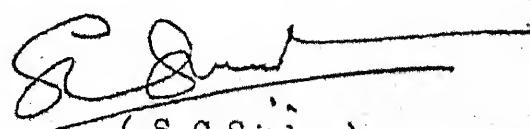
Item XVI Prize Awards for the 1990 Gold Medal Essay Competition

21. The Committee resolved that the presentation of the awards should be done by the President USI Council during the next Council Meeting. The DGMT and representative of the Director Naval Training agreed to move the officers on temporary duty to Delhi for the function.

Item XVII Pune Chapter of the USI

22. The Committee was informed about Brig Grant's letter regarding the Pune Chapter of the USI. The Committee directed that the Southern Army Commander should be approached at an appropriate level and requested to make available an officer, and a clerk on a part-time basis on a suitable honorarium to staff the USI Pune Chapter. The Committee did not agree to Brig Grant's suggestion of a whole time paid staff as they felt that the work-load would not justify such full time paid appointments.

23. There being no further points the meeting was adjourned with a vote of thanks to the Chairman.


(S C Sinha)

Maj Gen(Retd)
Secretary

26 September 91

All Presents.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE
MEETING HELD AT THE USI LIBRARY
AT 1430 HOURS ON MONDAY, 16 MARCH
1992.

Present :-

1. Lt Gen VP Airy, MVC Director General of Military Training	Chairman
2. Vice Admiral B. Guha, AVSM Deputy Chief of the Naval Staff	Member
3. Air Vice Marshal SDL Tully Director Training (Air)	Member
4. Lt Gen J F R Jacob, PVSM (Retd)	"
5. Lt Gen VK Nayar, PVSM,SM (Retd)	"
6. Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd)	"
7. AVM M. Banerji, MVC, VM (Retd)	"
8. Maj Gen SC Sinha, PVSM (Retd)	Secretary
9. Air Commodore NB Singh (Retd) Deputy Director & Editor, USI	In attendance
10. Brigadier GL Sachdeva Deputy Director (Admn)	- do -
11. Brigadier YP Dev, Chief Instructor	- do -
12. Colonel VK Singh, DS (Coord)	- do -

Item I Printing of a Pamphlet on the MacGregor Memorial Medal

1. It was pointed out by the Secretary that the LANCER International had changed the terms they had originally offered as was reflected in the agenda. In their letter, which was placed before the Committee, the firm has now stated that since they did not see much scope for selling the pamphlet, they were willing to supply 500 copies to the USI at Rs. 35/- per copy.

2. The Chairman felt that the MT Directorate could easily get all our units to buy a copy of the pamphlet for their Libraries. This would be good advertisement for the MacGregor Memorial Medal. It was decided by the Committee that 1000 copies of the pamphlet should be ordered. The publishers should be asked to reduce the cost of the pamphlet since a larger number was being ordered.

3. The Committee felt that more details should be given about the post 1947 Medal winners. Lt Gen ZC Bakshi agreed to take on this task.

Item II Reprinting of Old and Rare Books

4. The Committee sanctioned the proposal for reprinting old and rare books by the Lancer International on the terms offered by them - which are that they would meet the costs of publication and pay the USI 10% royalty on sales once a year.

Item III Associate Membership

5. The Committee approved the application of the following two gentlemen as Associate Members of the USI :-

- (a) Dr. Pushpinder Singh Chopra
- (b) Professor. K R Singh

6. The Committee directed that the privileges of the Associate Members as laid down by the Council must be clearly stated in the letter while accepting their membership. Their attention must also be drawn to Rules and Bye Laws of the USI with particular reference to Rule 8.

Item IV Enhancement of Honorarium for Legal Adviser

7. The Committee sanctioned an increase of Rs. 200/- making a total of Rs. 500/- per mensem to Major Deepak Manmohan Bakshi.

Item V Selection of Subjects for 1992 USI Gold Medal Essay Competition

8. The Committee approved the following two subjects for the 1992 Gold Medal Essay Competition :-

(a) Group 'A' Open to All Officers

' In the recent past there have been increasing calls on the Army in providing aid to Civil authorities particularly for maintenance of law and order. Maintenance of law and order, is a State subject for which large quantum of police, armed and otherwise, are maintained by state governments. Yet the Army assistance is often sought at the very outset without utilising the resources at the disposal of the states. Keeping the primary role of the Army, i.e. safeguarding the territorial integrity of India in view, analyse the causes for the growing demands on the Army for aid to Civil authorities and suggest measures to curb this trend '.

(b) Group 'B' Upto the Rank of Major and equivalent with less than 10 years Service.

'In coming years, our armed forces face shrinking defence expenditure. Discuss measures necessary to ensure a credible defence posture within available resources.

Item VI USI 1992 Seminar

9. The Committee approved the background paper after deleting the reference to 'Aids'. The Committee decided that the following persons should be approached to chair the first session of the Seminar in the order given :-

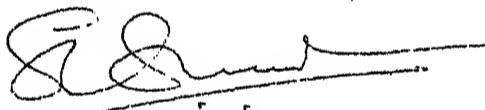
- (a) Shri Vishnu K. Ahuja
- (b) Shri TK Kaul
- (c) Shri SK Singh

10. The dates for the Seminar was to be fixed sometime in the second half of November 1992.

Item VII Lending of Library Books

11. The Committee approved the extension of time limit for lending of text books upto three weeks at a time. This, however, will not be applicable to new text books for which there is a heavy demand and there are limited copies available. For these books the period will continue to be two weeks.

12. There being no other points the meeting was adjourned with the Committees appreciation of the help and cooperation extended by the Chairman during his tenure at DGMT.


(S C Sinha)
Maj Gen(Retd)
Secretary

20 March 1992.

* * * *

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE
MEETING HELD AT THE USI LIBRARY AT
1430 HOURS ON THURSDAY 20 AUGUST 92

Present :-

1. Vice Admiral B Guha, AVSM Deputy Chief of the Naval Staff	Chairman
2. Air Vice Marshal AS Sethi Director Training (Air)	Member
3. Brigadier NSS Krishna, VSM DDG Technical Training Representative D G M T	"
4. Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd)	"
5. AVM M Banerji, MVC, VM (Retd)	"
6. Lt Gen J F R Jacob, PVSM (Retd)	"
7. Lt Gen SL Menezes, PVSM, SC (Retd)	"
8. Maj Gen SC Sinha, PVSM (Retd) Director, USI	Secretary
9. Air Commodore NB Singh (Retd) Dy Director & Editor	In attendance
10. Brigadier GL Sachdeva Dy Director (Adm) USI	- do -
11. Brigadier YP Dev (Retd) Chief Instructor, USI	- do -
12. Colonel VK Singh DS (Coord) U S I	- do -

Item I To Confirm the Minutes of the Executive Committee
Meeting held on 16 March 1992

1. Minutes of the last meeting were read out and the action taken on the points stated by the Secretary. It was proposed by Gen Jacob and seconded by AVM Banerji that the minutes as recorded be approved with the following amendment to Item V
Para 8 :-

" The subjects for the Gold Medal Essay Competition be interchanged ".

1. The Minutes were adopted by the Committee with the above mentioned amendment.

Item II 1992 USI National Security Lecture

3. The Committee decided that the lecture should be from 5.30 pm to 7.30 pm on the Thursday 24th and Friday 25th Sept 92.

4. The Committee were further of the opinion that in future, the National Security Lecture should be delivered on one day only. The Committee directed that this recommendation should be considered at the next meeting of the USI Council.

Item III 1992 USI Gold Medal Essay Competition

5. The Committee decided that, as in previous years, the Commandant NDC be approached with the request that the three Senior DS from the Services be requested to evaluate the entries for the 1992 USI Gold Medal Essay Competition.

6. It was brought to the notice of the Committee by the Secretary that although the last date for submission of entries for the Gold Medal Essay Competition is 31 Aug 92, so far only one entry for Group 'A' and five entries for Group 'B' had been received as against a total of 40 entries last year. In view of the poor response the Committee decided to extend the last date for the submission of entries from 31 Aug 92 to 15 Oct 1992. The Committee further directed that the three Services Headquarters be approached to publicise the Essay Competition and motivate officers to take part.

Item IV USI New Building Project

7. The Committee noted with satisfaction the taking over and registration of the land for the USI Building Project.

8. The Committee directed that the AWHO be asked to brief the Building Sub-Committee about the finalised plans before taking tendering action on the project.

Item V Setting up of an USI Research Centre for Studies in Military Sciences and National Security

9. The Secretary read out the paper submitted to the COAS for the funding of the Research Centre. The Committee approved the paper placed at Appx 'A' attached with the suggestion that the Hon'ble Prime Minister should be approached for a grant from the National Defence Fund. *Mr. Murti*

Item VI 1992 USI Seminar

10. The Committee approved the holding of 1992 USI Seminar on Wednesday 25th and Thursday 26th November subject to the availability of the Auditorium of the Nehru Memorial Museum and Library at Teen Murti Hall.

11. The Chairman was of the opinion that the speakers being asked to present papers should be such persons, who have in depth knowledge of the Soviet Union because of their long association and study of the communist movement. He offered to provide some additional suitable names later.

12. The Committee decided that not more than two speakers should be asked to present papers at each session and that there should be only one discussant for each session. The Committee approved the names of the persons listed in the panel put up by the Director.

Item VII Budgetary Expenditure for the Financial Year 1991/92

13. The following actual expenditure for 1991 which exceed the budgetary sanction, were approved by the Committee :-

(a) Printing and Stationery	Rs. 30,658.10
(b) Postage	Rs. 9,865.87
(c) Expenditure on talks	Rs. 19,664.30
(d) Expenditure on Meetings	Rs. 10,780.00
(e) Gold Medal Essay Competition	Rs. 11,299.70

14. The Chairman stated that in future, budget forecasts should be more realistically framed. These he felt should be on the lines of the suggestions that Gen Jacob had made at the last Council Meeting.

Item VIII Additional Points brought up with the approval of the Chair

Elections to the Council

15. The three Services Headquarters (Training Directorates) were requested by the Committee to provide an officer each to carry out the duties of Returning Officer. They were requested to report to the Dy Director(Adm) USI at 1000 hrs on 6th Oct 92.

Bank Account with Lloyds Bank London

16. In view of the big increase in bank charges making it uneconomical to maintain a small amount, the Committee approved the closure of the USI Account maintained with Lloyds Bank, London and repatriating the balance to India.

Council Meeting

17. The Committee decided to hold the next Council Meeting on 29 Oct 92.

National Security Paper

18. In view of the delay in the preparation of the 1990 and 1991 USI National Security Papers the Committee approved the publication of the paper on terrorism offered by Maj Gen Afsir Karim as an USI National Security Paper.

Revision of Pay and Allowances of the USI Staff and Officers

19. In view of the increase in the cost of living and fairly satisfactory state of the USI Funds, Gen Jacob proposed the following revision in the pay and allowances of the USI STAFF and Officers :-

(a) Revision of Pay of the Staff

Gen Jacob recommended that as a first measure the ad hoc allowance of Rs. 200/-, Rs. 250/- sanctioned for the staff at the last USI Council Meeting, be merged with their pay with effect from 1st Sept 92. He further proposed that the Director examine the question of an appropriate revision of pay and put up firm proposals at the next USI Council Meeting to be held on 29 Oct 92.

(b) Revision of Pay of the Officers

Although he acknowledged that most of the officers working with the USI did not draw their pay, Gen Jacob felt that their pay and allowances should be in keeping with the status of their work and proposed the following scales of pay and allowances for the various sanctioned appointments :-

(i) Director

Pay	
Transport Allowance	Rs. 3,000/-
Tele Allowance	Rs. 1,500/-
Entertainment Allowance	Rs. 250/-
	Rs. 250/-
	Rs. 5,000/-

(ii) Dy Director & Editor

Pay	
Transport Allowance	Rs. 2,750/-
Tele Allowance	Rs. 1,250/-
Entertainment Allowance	Rs. 250/-
	Rs. 250/-
	Rs. 4,500/-

(iii) Dy Director (Adm)

Pay	
Transport Allowance	Rs. 2,500/-
Tele Allowance	Rs. 1,000/-
Entertainment Allowance	Rs. 250/-
	Rs. 250/-
	Rs. 4,000/-

(iv) Chief Instructor

Transport Allowance	Rs. 1,250/-
Tele Allowance	Rs. 250/-
	1,500/-

20. The Committee approved of the above proposals and directed their implementation w.e.f. 1st Sept 92.

21. There being no other points the meeting was adjourned with a vote of thanks to the Chair.



(S C Sinha)
Maj Gen(Retd)
Secretary

25 August 92.

TO ALL EXECUTIVE COMMITTEE MEMBERS

* * * * *

UNITED SERVICE INSTITUTION OF INDIA

1018/Ex-Com/92/USI

AMENDMENT TO THE MINUTES OF THE USI EXECUTIVE COMMITTEE
MEETING HELD ON 20 AUG 1992

Reference Item 19 (b) of the Minutes of the Executive Committee held on 20 August 1992.

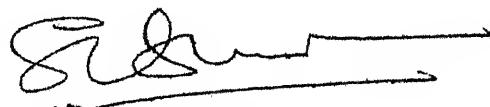
For

Transport Allowance
Telephone Allowance
Entertainment Allowance
Wherever it accures in (i),(ii),(iii).

Read

Reimbursement of Transport Expenditure.

" " Telephone Expenditure.
" " Entertainment Expenditure.


(SC Sinha)
Maj Gen (Retd)
Director, USI
14 Oct, 1992.

All Executive Members

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF A MEETING OF THE EXECUTIVE
COMMITTEE HELD ON 30 DECEMBER 1992 AT

THE USI LIBRARY

Present

1. Lt Gen Ashok Joshi, AVSM Director General Military Training	Chairman
2. Air Vice Marshal AS Sethi Director Training (Air)	Member
3. Commodore Ravinder Singh, IN Director Naval Training	"
4. Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd)	"
5. Air Vice Marshal M Banerji, MVC, VM (Retd)	"
6. Lt Gen JFR Jacob, PVSM (Retd)	"
7. Lt Gen SL Menezes, PVSM, SC (Retd)	"
8. Lt Gen VK Nayar, PVSM, SM (Retd)	"
9. Maj Gen SC Sinha, PVSM Director USI	Secretary
10. Air Commodore NB Singh Dy Director & Editor	In Attendance
11. Brigadier YP Dev Chief Instructor	"
12. Colonel VK Singh DS Coord	"

Item I - To Confirm the Minutes of the last Meeting Held on
20 Aug 92.

1. The Minutes of the last meeting were read out by the Secretary. As proposed by Lt Gen VK Nayar and seconded by Lt Gen SL Menezes the minutes were adopted by the Committee.

Item II - Five Year Rolling Plan

2. After some discussion it was decided that this workd could best be done by somebody well versed in dealing with financial matters instead of a Committee. Lt Gen SL Menezes was requested to work out an appropriate plan, which he agreed to do. The Committee directed that Lt Gen Menezes should be compensated for his petrol expenses involved in the journeys done by him to the USI for this work. Lt Gen SL Menezes desired that the agreed schedule and sessions should be adhered to punctiliously such an assurance was given.

Item III - Sub Committee to Consider Terms and Conditions of Service of the USI Staff

3. The Committee decided that it would be more appropriate that a Sub-Committee for this purpose be appointed by the new Committee which would be functioning from 1st Jan 1993. The proposal was therefore, postponed for consideration at the next Executive Committee Meeting.

Item IV - Amendment of Leave Rules (Maternity Leave)

4. The Committee approved the proposed amendment to the Leave Rules allowing 90 days maternity leave to be taken either from 6 weeks prior to confinement or after confinement, without the 6 weeks limit previously imposed.

5. The amendment will be effective from 1992 onwards.

Item V - Revision of Tuition Fees for Correspondence Courses

6. While approving the proposal in principle the Committee empowered the Directors Training of the three Services to examine the proposal in detail and decide on it.

Item VI - Other Points Raised by Members

7. On a query from Lt Gen SL Menezes, the Secretary informed the Committee that a stock taking of the Library was being done in January 1993.

Chairman's Remarks

8. The Chairman said that since this would be the last meeting of this Committee he wished to place on record on behalf of the USI his grateful thanks to all members of the Committee for the good work done by them during their tenure. He also wished all members a happy and prosperous New Year.



(S C Sinha)
Maj Gen (Retd)
Secretary

06 January 1993.

* * * * *

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE USI EXECUTIVE COMMITTEE
MEETING HELD ON 2ND APRIL 1993, AT
1100 HOURS AT THE USI LIBRARY

Present

1. Lt Gen Ashok Joshi, PVSM, AVSM Director General Military Training	Chairman
2. Air Commodore SM Hundiwala, VM and Bar Rep Director Training (Air)	Member
3. Commodore Ravinder Singh, YSM Director Naval Training	"
4. Lt Gen K Balaram, PVSM(Retd)	"
5. Rear Admiral Satyindra Singh, AVSM(Retd)	"
6. Air Vice Marshal M Banerji, MVC, VM(Retd.)	"
7. Lt Gen SN Sharma, PVSM, AVSM(Retd)	"
8. Maj Gen SC Sinha, PVSM (Retd) Director, USI	Secretary
9. Air Commodore NB Singh (Retd) Dy Director & Editor, USI	In attendance
10. Brig GL Sachdeva (Retd) Dy Director (Adm) USI	"
11. Brig YP Dev (Retd) Chief Instructor USI Correspondence Courses	"
12. Maj Gen MML Sharma Managing Director, AWHO	(For Item IV)

Item I To Confirm the Minutes of the Last Executive Committee
Meeting Held on 30 Dec 92

1. The Minutes of the last Meeting were read out by the Secretary. Commodore Ravinder Singh proposed that the Minutes be confirmed. The proposal was seconded by Rear Admiral Satyindra Singh and adopted by the Committee.

Item II Appointment of a Sub-Committee to Review the Terms and
Conditions of Service of the USI Staff

2. On a query from the Chairman it was pointed out by the Secretary that a Sub-Committee presided over by Vice Admiral MK Roy had in 1980 examined the terms and conditions of service of the USI Staff. Later the Council had authorized the Director USI to grant extensions of Service to the staff beyond the age of super-annuation provided the person was working satisfactorily.

3. The Committee appointed a sub-committee consisting of the following members to review the existing terms and conditions of the USI Staff :-

(a) Lt Gen K Balaram	Chairman
(b) Air Vice Marshal M Banerji	Member
(c) Brig YP Dev	Secretary

Item III USI SEMINAR FOR 1993

4. The Committee selected the following subject for the 1993 USI Seminar :-

" India's long term National interests and threat perceptions for the next 15 years and policy options in foreign and defence fields "

5. The Committee decided that the following persons be approached to preside over various sessions of the Seminar :-

- (a) Admiral JG Nadkarni , , ,
- (b) General SF Rodrigues
- (c) Mr K Subrahmaniam
- (d) Admiral RH Tahiliani

Item IV National Security Paper

6. The Committee selected the following subject for the 1993 National Security Paper :

" ROLE OF THE ARMED FORCES IN NATION BUILDING "

7. The Committee decided that the following persons be approached and requested to write the paper :-

- (a) General VN Sharma
- (b) Lt Gen SK Sinha

8. The Committee further directed that if possible both the above persons be requested to write on this subject and that their papers should form the basis of the 1994 USI Seminar.

Item V 1993 USI Gold Medal Essay Competition

9. The Committee selected the following subjects for the 1993 USI Gold Medal Essay Competition :

(a) Group 'A' - Open to All Officers

" The need for a suitable organisation to meet insurgency conditions and emerging internal turmoil "

(b) Group 'B' - For Officers Upto the Rank of Major and Equivalent Rank with less than ten years service

" Impact of Technology as a battle winning factor "

Item VI USI Building Project

10. Maj Gen MML Sharma, MD, AWHO briefed the Committee on major aspects of the contract that had been executed. He stated that the work at the site had already commenced. The contract so far executed was for the Building and the amount of this contract was Rs. 3.60 Crores. He gave the following break up of further expenses that were likely to be incurred :-

(a) Furniture	Rs. 40 lakhs
(b) Escalation 10%	Rs. 40 lakhs
(c) Air Conditioning	Rs. 40 lakhs
(d) Tubewell	Rs. 6 lakhs
(e) Interior light fittings	Rs. 5 lakhs
(f) Charge to DESU	Rs. 5 lakhs
(g) Charge to MCD for water	Rs. 2 lakhs
(h) Landscaping	Rs. 2 lakhs
(j) AWHO Charges	Rs. 42 lakhs
Total	Rs. 1.82 Crores
Contracted amount	Rs. 3.60 Crores
Total Expenditure	Rs 5.42 Crores

11. The Committee was briefed by the Secretary about the funds that were available for the building project. He also read out the letter written by the COAS to the Principal Secretary in the PMO requesting for the release by June 93 of Rs. 1.30 Crores, which has already been sanctioned by the PM from the National Defence Fund for the USI Project.

12. The Committee ruled that to avoid any legal complications, contracts should only be signed upto the limit of such funds that are actually available with the USI.

13. The Secretary informed the Committee that General SF Rodrigues had kindly consented to lay the foundation of the USI Project at 0930 hrs on 26 Apr 93 in the presence of Admiral L Ramdas, Chief of the Naval Staff and Air Chief Marshal NC Suri, Chief of the Air Staff. The Committee approved the inscription of the foundation stone which reflected the fact of the foundation being laid by the Chief of the Army Staff and Chairman of the Chiefs of Staff Committee in the presence of the other two Service Chiefs.

14. Gen Balaram suggested that the GOC Delhi Area be requested to assist in all the arrangements for the function and the SO in C be approached to help in the catering arrangements. He suggested that the Victory Tent House and other such establishments in Gopinath Bazaar in Delhi Cantt be contacted for catering and other arrangements. It was also ruled that the contractor should not be asked to meet any expenses for the function unless he personally volunteered to do so.

Item VII Appointment of a Building Sub-Committee

15. The Committee appointed the following members to the Building Sub-Committee to oversee the details of the project and to monitor its progress:-

(a) Lt Gen SN Sharma	Chairman
(b) AVM M Banerji	Member
(c) Rear Admiral Satyindra Singh	Member

(d) Brigadier GL Sachdeva Secretary

16. There being no other points the meeting was adjourned with a vote of thanks to the Chair.

Edwin

(S C Sinha)
Maj Gen(Retd)
Secretary
7 April 1993

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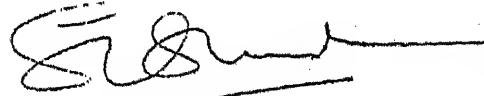
UNITED SERVICE INSTITUTION OF INDIA

ADDENDUM TO THE MINUTES OF THE USI
EXECUTIVE COMMITTEE MEETING HELD ON
08 APRIL 1993

No. 1018/Ex-Comm/1/93/USI

19 April 1993.

1. Reference our letter No. 1018/Ex-Comm/1/1993/USI dated 08 Apr 1993.
2. The following addendum to Item VII "Appointment of a Building Sub-Committee" is forwarded as under :
 - 1a) Add new Para 16 to read as under :
" The Chairman of the Committee kindly agreed to codify the Charter and Authority of the Building Sub-Committee "
3. Please renumber existing Para 16 to read as Para 17.



(C. C. Sinha)
Maj Gen (Retd)
Director USI
April 1993.

All Committee Members.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE USI EXECUTIVE COMMITTEE
MEETING HELD ON 27 AUGUST AND 09 SEPT
1993 AT THE USI LIBRARY

Present :

1. Lt Gen Ashok Joshi, PVSM, AVSM Director General Military Training	Chairman
2. Air Commodore BS Sahmey, VSM Offg Director Training (Air)	Member
3. Commodore Ravinder Singh, YSM Director Naval Training	"
4. Lt Gen SL Menezes, PVSM, SC (Retd)	"
5. Lt Gen K Balaram, PVSM (Retd)	"
6. Lt Gen SN Sharma, PVSM, AVSM (Retd)	"
7. Rear Admiral Satyindra Singh, AVSM (Retd)	"
8. Maj Gen SC Sinha, PVSM (Retd) Director USI	Secretary
9. Air Commodore NB Singh Deputy Director & Editor, USI	In attendance
10. Brigadier GL Sachdeva Dy Director (Adm)	"
11. Brigadier YP Dev Chief Instructor USI Correspondence Courses	"
12. Col VK Singh, VSM DS Coord (USI)	"

Item I To Confirm the Minutes of the last Executive Committee
Meeting Held on 02 April 1993.

1. After discussing the progress on all the points, it was proposed by Lt Gen Balaram and seconded by Rear Admiral Satyindra Singh that the minutes be confirmed. The proposal was accepted by the Committee.

Item II Letter Received by the Director from General SF Rodrigues

2. The letter was read out to the members by the Secretary. The Committee expressed their satisfaction on the contents of the letter.

Item III Appointment of a Legal Adviser

3. The Committee decided to accept Major Deepak Manmohan's request to be relieved of his duties. In his place the Committee accepted the proposal of the Director to appoint Dr Col Jagmohan (Retd) as legal adviser on an honorarium of Rs. 1,000/- per mensem. The Chairman felt that a fixed tenure, say of three years, should be laid down for such appointments. In view of a Sub Committee already considering this aspect, it was decided to await the Sub Committee's recommendations.

Item IV Enrolment of Associate Membership

4. The Committee decided to refer to the USI Council the Director's proposal to raise the existing ceiling limit of 15 Associate members.

5. The Committee while agreeing to the enrolment of Subedar Major (Retd) N Kunju as an associate member ruled that, since the existing 15 vacancies for associate members had already been filled SM Kunju's application should be accepted only after the Council agrees to raise the existing ceiling on associate membership.

Item V 1693 USI Seminar

6. Rear Admiral Satyindra Singh and Lt Gen Balaram felt that certain changes should be made to the background paper prepared by Air Commodore NB Singh. The Committee requested General Balaram to redraft the background paper.

Item VI The USI Gold Medal Essay Competition

7. The Committee agreed to extend the last date of entry from 31 Aug 93 to 30 Sep 93.

Item VII Depreciation of Library Books

8. The Committee directed that the present practice of depreciating all books and magazines by 20% each year should be altered. It was ruled that in future there would be no depreciation on books and bound magazines. The value of books bought each year would be added to the stock value and only the cost of books written off each year will be deducted from the stock value.

9. In view of the function for the presentation of Admiral Katarai's portrait being due at 1630 hrs the meeting was adjourned and reconvened at a later date.

10. The meeting of the USI Executive Committee was reconvened at 1000 hrs on 9 Sep 93 at the USI Library and the following were present :-

(a) Lt Gen Ashok Joshi, PVSM, AVSM Director General Military Training	Chairman
(b) Air Vice Marshal AS Sethi Director Training (Air)	Member
(c) Commodore Ravinder Singh, YSM Director Naval Training	"
(d) Lt Gen K Balaram, PVSM (Retd)	"
(e) Lt Gen SL Menezes, PVSM, SC (Retd)	"
(f) Air Vice Marshal M Banerji, MVC, AVSM (Retd)	"
(g) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Secretary
(h) Air Commodore NB Singh Dy Director & Editor, USI	In attendance
(i) Brig GL Sachdeva Dy Director (Adm)	"
(k) Brig YP Dev Chief Instructor	"
(l) Colonel VK Singh, DS Coord (USI)	"

....3.

Item VIII 1993 U S I Seminar.

11. The Committee approved the draft back-ground paper as amended by Lt Gen K Balaram.

Item IX Discipline Members Wg Cdr Amar Zutshi

12. The Committee directed that a letter should be sent advising the members to follow the normal courtesy and custom of asking questions at USI Lectures, discussions and Seminars with the permission of the Chairman, presiding over the function and to strictly adhere to the Chairman's rulings. The letter should be drafted in consultation with the USI Legal Adviser.

Item X Proposal of an Extension Counter/Branch of a Bank on the New USI Building

13. The Committee approved of the proposal of locating either an Extension Counter or Branch of the Oriental Bank of Commerce on the premises of the New USI BUILDING. Before this proposal was finally approved and accepted, the committee directed the Secretary to discuss with our Income Tax Adviser the effect of accepting rent from the Bank would have on our income-tax exemption status.

Item XI Expenditure on the USI Seminar

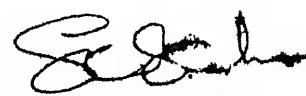
14. The Chairman ruled that after the expenses on this year's Seminar were worked out the USI should approach each Service separately to subsidize portions of the total expenditure as has been done in the past.

Item XII Increase in Honorarium to Lecturers

15. The Committee while agreeing to raise the Honorarium to lecturers from Rs. 500/- to Rs. 1,000/- wanted to place a limit on the number of lectures each year. This restriction was dropped when the Secretary pointed out that such a limit was already implicit in the expenditure accepted under this head by the Council while passing the annual budget.

Item XIII National Security Lecture 1993

16. The Secretary informed the Committee that Shri Abid Hussain, Dy Chairman, Rajiv Gandhi Foundation, would be delivering the USI 1993 National Security Lecture at the Auditorium of the Jawahar Lal Nehru Memorial Museum and Library on 7th Oct 93 at 1630 hrs. The Secretary informed the Committee that Shri KR Narayanan, Vice President of India, who had been approached to preside over the function, had regretted our invitation as he would be out of station. The committee directed that one of our former Service Chiefs be approached to preside over the function.



(S.C. SINHA)
Maj Gen (Retd)
Secretary

27 Sep '93.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE
MEETING HELD ON 02 NOVEMBER 1993 AT

THE USI LIBRARY

Present

1. Lt Gen Ashok Joshi, PVSM, AVSM Director General Military Training	Chairman
2. Air Commodore BS Sahmey, VSM Offg Director Training(air)	Member
3. Commodore Ravinder Singh, YSM Director Naval Training	"
4. Air Vice Marshal M Banerji, MVC, VM(Retd)	"
5. Lt Gen SL Mcnezes, PVSM, SC(Retd)	"
6. Rear Admiral Satyindra Singh, AVSM(Retd)	"
7. Lt Gen K Balaram, PVSM(Retd)	"
8. Lt Gen SN Sharma, PVSM, AVSM(Retd)	"
9. Maj Gen SC Sinha, PVSM(Retd) Director, USI	Secretary
10. Air Commodore NB Singh (Retd) Dy Director and Editor, USI	In Attendance
11. Brigadier GL Sachdeva(Retd) Dy Director(Adm)	"
12. Brigadier YP Dev(Retd) Chief Instructor	"
13. Col VK Singh, VSM(Retd) DS Coord	"

Item I To Confirm the Minutes of the Executive Committee Meetings
Held on 22 Aug 93 and 9 Sep 93

1. The Minutes of the last two meetings were read out. It was proposed by AVM M Banerji that the minutes be confirmed. The proposal was seconded by Lt Gen SN Sharma and adopted by the Committee.

Item II Consider Increase in DA/HRA of the USI Staff

2. It was decided that no action be taken on this proposal in view of the report on USI Staff Service Conditions to be submitted by Lt Gen K Balaram's Sub Committee.

Item III Consider Service Conditions of the USI Staff

3. Lt Gen Balaram stated that his report had yet to be completed. It was decided to hold another meeting of the Executive Committee as soon as the report was ready.

Item IV Consider the Agenda for the Forthcoming Council Meeting on 24 Nov 93

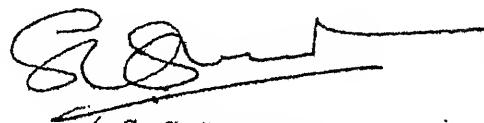
4. The Committee approved the Draft Agenda for the Council Meeting with the following amendments :-

(a) Item VI - National Security Lecture The Committee's recommendation was to be included in the Agenda. The recommendation was that there should be only one lecture a year and organised on one day only, except where the speaker specifically desires it to be for two days.

(b) Item VIII - Five Year Income/Expenditure Forecast- Schedules explaining the details of items to be attached to the Agenda.

(c) Item XII - Increase in DA/HRA This was dropped. Para 2 above refers.

(d) Item XIII- Terms and Service Conditions of USI Staff Report to be sent as it is to Council Members with the Agenda and recommendations of Executive Committee to be put up on the day of the Council Meeting.


A

(S C Sinha)
Maj Gen(Retd)
Secretary

12 November 1993

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UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE USI EXECUTIVE COMMITTEE
AT 1100 HOURS ON 12 NOVEMBER 1993 AT

THE USI LIBRARY

Presents

1. Maj Gen RP Singh,SM Offg Director General Military Training	Chairman
2. Captain V Balachandran, VSM Offg Director Naval Training	Member
3. Lt Gen SL Menezes, PVSM, SC (Retd)	Member
4. Lt Gen K Balaram, PVSM (Retd)	Member
5. Rear Admiral Satyindra Singh, AVSM (Retd)	"
6. Air Vice Marshal M Banerji, MVC, VM (Retd)	"
7. Maj Gen SC Sinha, PVSM (Retd)	Secretary
8. Brig YP Dev Chief Instructor	In attendance

Item I Lt Gen K Balaram's Report on Terms and Conditions
of the USI Staff

The Executive Committee discussed the Report and decided to place on record the comments of various members and forward these to the Members of the Council. These comments are placed under :-

(a) Para 13(c) of the proposed Terms and Conditions
of Services

Rear Admiral Satyindra Singh (Retd) expressed the view that this sub-para should be deleted since it is discriminatory and the limits of service as laid down for other employees of this category should apply to pensioners working in an honorary capacity also. Lt Gen SL Menezes, PVSM, SC (Retd) on the other hand expressed the view that the Terms and Conditions as recommended by the sub-committee should remain unamended but the Council of the USI may exercise its discretion in the continuance or termination of service of such employees from time to time.

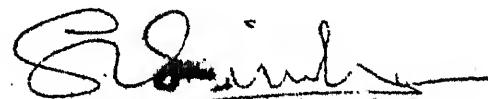
(b) Inter-Service Rational Principle

Rear Admiral Satyindra Singh, AVSM (Retd) said that the appointment of the Director, The Dy Director and Assistant Director should be rotated amongst the three Defence

Services so that these appointments are not held by officers from any one Service. Lt Gen K Balaram PVSM(Retd), however, was of the view that the Appointment Rules (Paras 4 at seq) have been defined and these should be followed.

(c) Continuity in the Organisation

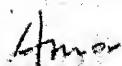
Air Vice Marshal M Banerji, MVG, VM(Retd) mentioned that adequate measures should be incorporated in the Terms and Conditions of Service. Lt Gen K Balaram PVSM(Retd) explained that at the 'Policy Level' continuity exists because all the members of the Council do not change at the same time. Further if a Policy is institutionalised a good measure of continuity is ensured. At the lower or activity level continuity can be ensured by the Executive Committee by its appointment and termination methods whereby about a third to a quarter of the Re-employed Pensioners are turned over every year. Further distribution of Regular Employees in different sections would also ensure continuity.



(S C Sinha)
Maj Gen(Retd)
Secretary

12 November 1993.

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UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE
MEETING HELD AT 1100 HOURS ON 16
DECEMBER 1993

Present :-

1. Lt Gen Ashok Joshi, PVSM, AVSM Director General Military Training	Chairman
2. Commodore Ravinder Singh, YSM Director Naval Training	Member
3. Air Commodore BS Sahmey, VSM Offg Director Training (Air)	"
4. Lt Gen K Balaram, PVSM (Retd)	"
5. Air Vice Marshal M Banerji, MVC, VM (Retd)	"
6. Lt Gen SL Menezes, PVSM, SC (Retd)	"
7. Rear Admiral Satyindra Singh, AVSM (Retd)	"
8. Maj Gen SC Sinha, PVSM (Retd) Director USI	Secretary

Item I To Confirm the Minutes of the Previous Executive
Meeting held on 12 November 1993

The Minutes were confirmed.

Item II To Frame Rules for the Allotment of Staff Quarters
to USI Staff

1. Lt Gen Menezes, Lt Gen Balaram and Rear Admiral Satyindra Singh were of the opinion that the minutes as recorded of the Council Meeting held on 24 Nov did not reflect the points of view expressed by members. They felt that apart from the decision that the staff quarters should continue to be built as planned the Council had made the following other points :

- (a) The Executive Committee should explore the possibilities of re-appropriating these quarters for some other use.
- (b) Should any of the quarters be allotted or rented to the USI Staff or others then rules should be made based on legal advice for such allotment and for the vacation of and eviction from such quarters.

2. The Chairman ruled that since the minutes had been approved by the President it should be referred back to him for any amendment. He also ruled that since it was difficult for the Secretary to note down verbatim what each member stated at a Council Meeting, in future these proceedings should be tape-recorded.

Item III Re-consider the Application of Hony Lt(Sub Maj) N Kanju for Associate Membership

3. The Committee approved the Hony Lt(Sub Maj) N Kanju's application for Associate Membership.

Item IV Select Subjects for the USI Gold Medal Essay Competition

4. The Committee selected the following subjects :

Group 'A' OPEN TO ALL OFFICERS

" INDIA'S ROLE IN THE FUTURE OF SAARC "

Group 'B' OFFICERS OF THE RANK OF MAJOR AND EQUIVALENT WITH LESS THAN 10 YEARS SERVICE

" HUMAN RIGHTS AND THE ARMED FORCES "

Item V Terms of Service of USI Staff

5. The Committee after discussion decided on the following action :

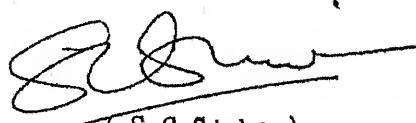
(a) Comments and suggestions should be obtained on Lt Gen Balaram's report from all Council Members including Director.

(b) Legal opinion on the effect of the Delhi Minimum Wages Act as it pertains to USI Staff should be sought.

6. Further action would be taken by the Executive Committee when comments had been received from all Council members and the Legal Adviser.

7. The Committee decided to extend the Services of Shri Renjen by six months, with the provision that the Administration should caution Sh Renjen that poor work out put, inefficiency and/or insubordinate attitude must be overcome by him.

8. Due to lack of time the Executive Committee decided to take up at its next meeting Items VI, VII, and VIII of the Agenda. The meeting was adjourned with a vote of thanks to the Chair proposed by Lt Gen Balaram.


(S C Sinha)
Maj Gen(Retd)
Secretary

12 December 93,

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UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE USI EXECUTIVE COMMITTEE
MEETING HELD AT 1030 H ON 29 JUL 1994
AT THE CHAIRMAN'S OFFICE

1. The following were present:-

(a) Maj Gen Vinod Saighal, VSM Offg D G M T	- Chairman
(b) Cmde Ravinder Singh, YSM Director Naval Training	- Member
(c) Gp Capt H R Dasari J D (Trg) AF	- Member
(d) Lt Gen K Balaram, PVSM (Retd)	- Member
(e) A V M M Banerji, MVC, VM (Retd)	- Member
(f) Lt Gen SL Menezes, PVSM, SC (Retd)	- Member
(g) Rear Adm Satyendra Singh, AVSM (Retd)	- Member
(h) Lt Gen SN Sharma, PVSM, AVSM (Retd)	- Member
(j) Maj Gen SC Sinha, PVSM (Retd) Director, USI	- Secretary
(k) Col VK Singh, VSM DS (Coord) USI	- Staff Officer in attendance

Item I To Confirm the Minutes of the Last Meeting held on
25 Apr 1994

2. Minutes were read out by the Secretary. The following observations/clarifications were made:-

(a) It was confirmed that Minimum Wages Act was applicable to all employees, including those working on a regular basis on a monthly scale. The Legal Advisor's letter in this regard was read out by the Secretary.

(b) Gratuity Act was to be shown to Lt Gen K Balaram for his information.

3. It was decided that minutes of the Council Meeting will be tape recorded. Lt Gen Balaram volunteered to provide his tape recorder, if necessary.

4. It was proposed by AVM Banerji and seconded by Cmde Ravinder Singh that the minutes be confirmed. The proposal was accepted by the Committee.

Item II Progress on the Points Raised at the Previous Meeting

5. USI Seminar at Pune. On receipt of Brig NB Grant's letter the previous Chairman had ruled that no changes would be made to the original programme of the Seminar till after Brig Grant's return to Pune. The matter is placed at Item VIII of the Agenda for discussion.

6. Appointment of the Accountant. Shri Sanon, whose appointment had been approved at the last meeting, did not join.

7. Action on all other points has been completed.

Item III Appointment of Accountant

8. Appointment of Shri JS Anand for one year as Accountant was confirmed subject to successful completion of his probation.

Item IV Extension of Service

9. Committee approved the extension of service of Shri Om Prakash, Senior Clerk, by one year.

Item V Resignation of Shri SL Bhalla, Senior Accountant

10. The Secretary informed the Committee that Shri Bhalla the Senior Accountant had resigned and had requested to be relieved by 31 Jul 1994. However, Shri Bhalla has agreed to continue for two more weeks. It was decided by the Committee that Shri Bhalla would be relieved only after the following :-

(a) Audit for the year 1993/1994 is completed and the Balance Sheet prepared alongwith schedules.

(b) Five Year perspective estimates are revised.

(c) A new incumbent has joined and understood his job.

11. Accounts. Lt Gen Balaram raised a point on the system of maintenance of accounts under various heads and the necessity of balance-sheet being supported by various schedules so that everything is clearly understood. The Secretary informed the Committee that based on the same point the matter was referred to the Chartered Accountant according to the decision of the Council. His reply has been referred back for certain clarifications. The matter will be put up before the Executive Committee for its decision when a final reply is received from our Chartered Accountant. The Secretary also explained the background for maintaining the accounts in their present form.

Item VI USI Gold Medal Essay Competition for 1994

12. Regarding extension of last date for submission of essays, it was decided that the Chairman Executive Committee in consultation with Directors Naval Trg and Trg AF will decide on 20 Aug 94 whether an extension should be given. This would depend on the number of entries received by then

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Item VII Suggestions for Subjects for Essays/Lectures etc for 1995

13. Secretary informed the Committee that a letter had been sent out on 18 Jul 1994 inviting suggestions by 30 Sep 1994, so that the Executive Committee is able to short list the suggestions received and put up recommendations to the Council.

14. Lt Gen Balaram suggested that for the Gold Medal Essay Competition the Committee should put up recommendations for the years 1995 as well as 1996 so that all concerned have adequate notice and extensions do not have to be given.

Item VIII Seminar for 1994

15. After resume of the progress to date by the Secretary several members felt that the progress on the Seminar might not be satisfactory due to the prolonged absence outside India of Brig NB Grant and his possible ill-health as well as the fact that the background paper was worded in a manner which might not elicit sufficient response or representation from the DRDO Organisations at the appropriate levels. In this connection, it was mentioned that the SA to RM had not even replied to the letter sent to him by the VCAS (last President of the Council) on the subject. Touching on this question, the Chairman highlighted the need to revitalise USI Seminars so that they generate respect for this prestigious institution. He also felt that the subject should be broad based enough to engender a more healthy debate amongst participants, which should include beside the defence services establishments, segments of public and private sector enterprises who are participating, or could participate, in Defence production and Defence related exports.

16. After a detailed discussion, the members unanimously requested the Chairman to take on the responsibility of running the Seminar for 1994. He was requested to re-formulate the background paper along the lines discussed. It was confirmed that the venue of the proposed Seminar would continue to be Pune.

17. The Chairman accepted the responsibility with a proviso that although he had been given the mandate by the Executive Committee to run the Seminar as deemed fit, he would none-the-less, like all the USI Council Members to be informed of this decision, in writing, at the earliest. He also asked the Committee Members, from the other two services to send him suggestions on the subject within ten days so that these could be incorporated in the re-formulation of the background paper.

Item IX Terms of Service - USI Staff

18. Chairman informed the Committee that he had gone through all the papers submitted and commended the excellent work done by Lt Gen Balaram and others in this connection. He felt that it should now be possible to take a mature decision on the subject by carrying out the necessary modifications to the Balaram Sub-Committee report, which could form the basis for further action, so as to ensure that the unique character of the USI is maintained and the views expressed by members of the Council are taken into account.

He requested the members to go through the draft paper put up by the USI at this meeting and send their suggestions to the Secretary as early as possible (preferably by 31 Aug 1994) to enable these to be circulated to all members. This matter would then be discussed at the subsequent Executive Committee meeting.

Item X Building Progress

19. Lt Gen SN Sharma, Chairman Building Sub-Committee, briefed the Committee on all aspects of the building project. He gave the good news that the tube-well boring done by the Central Board of Water Development had been successful and adequate water had been found. He also stated that HQ Western Command had given sanction for the MES to undertake deposit work for the provision of water and power for the new building. In this connection a case needs to be taken up with the Govt. for obtaining exemption for the USI from the payment of MES Departmental Charges, which amount to approx 17 per cent of the cost.

Item XI Any Other Points

20. Lt Gen Balaram brought out that his paper on Research Centre had not been put up before the Council. The Secretary informed the Committee that the matter was referred to Air Cmde Jasjit Singh as decided in the last Council meeting. He also stated that earlier the case that had been projected to the Chiefs of Staff Committee, had been approved by the previous Executive Committee and the previous Council. Chairman desired that Lt Gen Balaram's paper should be put up to him.

21. Lt Gen Balaram proposed a vote of thanks for the Chairman for hosting the meeting in his office.



(S C Sinha)
Maj Gen(Retd)
Director USI and
Secretary Executive
Committee.

5 August 1994.

File Ref: 1018/USI/Ex-Comm/94

Date : 5 Aug 1994.

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UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN USI EXECUTIVE COMMITTEE
MEETING HELD IN THE USI LIBRARY AT
1030 HRS ON 9th SEPTEMBER 1994

1. The following were present :-

(a) Maj Gen Vinod Saighal, VSM Offg D G M T	Chairman
(b) AVM RK Malhotra, AVSM, VM Director Training (Air)	Member
(c) Commodore Ravinder Singh, YSM Director Naval Training	Member
(d) Lt Gen K Balaram, PVSM (Retd)	"
(e) AVM M Banerji, MVC, VM (Retd)	"
(f) Lt Gen SL Menezes, PVSM, SC (Retd)	"
(g) Rear Adm Satyindra Singh, AVSM (Retd)	"
(h) Lt Gen SN Sharma, PVSM, AVSM (Retd)	"
(i) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Secretary

Item I Confirmation of the Minutes of the Previous Executive Committee Meeting held on 29 Jul 1994.

2. The following amendments to the minutes were proposed by members and accepted by the Committee :-

- (a) Add the following sentence at the end of Para 14
" The Proposal was accepted by the Committee "
- (b) Item IX Para 18 in line 4 delete the word 'mature'
and in line 7 delete the word 'unique'
- (c) Item X after Para 19 insert a new para 20 as under and renumber the subsequent paras as paras 21 and 22.
" 20 Lt Gen Menezes stated that as a follow up on the direction given at the last meeting of the USI Council a view should be taken of the quarters being built in the new project. These should be hired out on a commercial basis to maximise USI earning and not be allotted to USI employees ".

3. After inclusion of the above amendments it was proposed by Lt Gen Balaram, seconded by Rear Admiral Satyindra Singh and accepted by the Committee, that the minutes of the last Executive Committee meeting be confirmed.

Item II USI Seminar for 1994

4. The Committee reiterated its previous decision for the Defence R&D Seminar to be run by the Chairman in Pune.

Item III Terms of Service - U S I Staff

5. With the permission of the Chairman, Lt Gen Balaram distributed to all members a draft on the terms of service for the USI Staff which he had made out incorporating all the various changes suggested by members of the USI Council. This draft was discussed point by point by the Committee and various amendments and changes were suggested. A draft incorporating all the suggested changes is placed at Appx 'A' to these minutes.

6. It was decided that the draft on the "Terms and Conditions of Service" as discussed by the Committee stood approved and that there would be no further discussion on this long outstanding issue. The Chairman directed that this approved draft of the Executive Committee be now placed before the USI Council at its next meeting for final ratification by the Council. Approval of these "Terms and Conditions of Service" by the Committee in its meeting on 9 Sep 94 will not, however, impinge on the appendices of the USI proposal dealing with pay and allowances of the staff. The latter would be discussed separately at the subsequent meeting of the Executive Committee.

7. Lt Gen Balaram volunteered to draft out the procedure for dealing with disciplinary cases amongst the USI Staff. He also suggested that a code of conduct for the USI should be prepared by the USI. Both these suggestions were accepted by the Committee.

Item IV Any Other Points

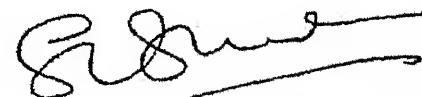
8. Lt Gen Menezes stated that a fresh five years Perspective Plan had been completed. The Committee decided that this should be placed before the Executive Committee at its next meeting prior to it being put up at the next Council meeting.

9. The Secretary informed the Committee that the probation period of Shri JS Anand, Accountant, had been extended by a further period of three months. The Committee while accepting this pointed out that a final decision on the person's further employment must be taken before the person completes 240 days with the USI.

10. The Chairman informed the Committee of the proposal received from the JNU for holding a joint Seminar with the USI in Nov 94 on " NATIONAL SECURITY, PEACE DIVIDEND AND THE CHANGING INTERNATIONAL ORDER ". This proposal had been sent by the JNU through Professor ML Sondhi. The Chairman was forwarding Professor Sondhi's letter to the President of the Council as it had been addressed to him.

11. The Committee were of the opinion that too short a period had been given for the preparation of Seminar papers. It was decided to approach the JNU to postpone, if possible, the holding of the Seminar by a period of two to three months.

12. There being no other points, the meeting was adjourned with a vote of thanks to the Chair.


(S C Sinha)
Maj Gen(Retd)
Secretary

21 September 1994,

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UNITED SERVICE INSTITUTION OF INDIA

TERMS AND CONDITIONS OF SERVICE

General

1. These Terms and Conditions of Service shall be applicable to all categories of Employees of the United Service Institution of India, herein after called the USI.
2. These Terms and Conditions of Service shall come into effect on a date approved by the Council of the USI.

Definitions

3. In these Terms and Conditions of Service and any administrative or other orders issued in connection with these Terms and Conditions of Service, unless the context otherwise requires -

- (a) 'employee' means any person appointed by the USI and includes regular employees (officers and staff) and re-employed pensioners (officers and staff);
- (b) 'employer' means the USI;
- (c) 'appointing authority' means the Chairman of the Executive Committee of the USI;
- (d) 'appellate authority' means the Chairman of the Council of the USI.

Appointment

4. All appointments in the USI shall be made after due open advertisement or as may be decided by the Executive Committee.

5. Selection for all posts shall be made by a Selection Committee appointed by the Executive Committee. The Selection Committee shall consist of -

- (a) Chairman of the Executive Committee or a Member of the Executive Committee nominated by him. Chairman
- (b) A member of the Council of the USI appointed to be a member of the Executive Committee Member
- (c) Director, USI Member
- (d) Any other person appointed by the Executive Committee for expert advice Member

Provided that -

in the case of the Director, the Chairman of the Selection Committee shall be the President of the Council and the Chairman of the Executive Committee shall be a member in addition to the other members as in Clause 5. The proceedings of the Selection

Committee shall be approved by the members of the Council of the USI.

6. The Selection Committee shall make out a list of three or more selectees in the order of merit (Merit List).

7. An appointment offer letter shall be issued to the selectee who is at the first position in the Merit List. The appointment offer letter shall specifically state the time and date on which the selectee shall report to the USI. He shall be sent to an Assistant Surgeon, appointed by the USI for a medical examination on reporting to the USI.

8. If either the selectee does not report to the USI in answer to the offer of appointment letter or fails to pass the medical examination, he shall not be issued with an Appointment Letter and his candidature shall be cancelled. After a lapse of one working day, the same procedure shall be repeated with Selectee No.2, and, if necessary, Selectee No.3 and 4 on the merit list and so on. If all the selectees either do not report or fail to pass the medical examination, the Chairman of the Executive Committee may decided to call more selectees or re-advertise the post.

9. A person, after passing the Medical Examination, shall be appointed on probation for period of 180 (one hundred and eighty) days extendable to 235 (two hundred and thirty five) days. If he is found unsuitable for the post his services shall be terminated by the Appointing Authority without any notice.

10. If the person is found suitable for the post, he shall be confirmed on conclusion of 180 days or 240 days as the case may be.

11. Retention in service of all appointees is subject to verification of their character and antecedents. An appointee shall not be confirmed till the receipt of a verification report. In case of an adverse verification report, the service of the appointee is liable to be terminated without any notice by the appointing authority.

Age at Appointment

12. The age at appointment shall be governed by -

(a) Regular Employment. For regular appointment, a person should not have attained the age of 30 extendable to 32 in the case of an ex-serviceman who is not a pensioner, on the date the person applies for a post.

(b) Re-employment of Pensioners. For re-employment, a pensioner should not have attained the age of 60 on the date the pensioner applies for a post.

Period of Engagement

13. The period of engagement of a person for service in the USI shall be -

(a) Regular Employee. Till the employee attains the age of 58 (Fifty eight).

(b) Re-employed Pensioners. Till the re-employed pensioner completes a minimum of four years extendable to a maximum of six years by extensions of one year at a time.

- 3 -

Provided that -

the Council of the USI may relax these conditions based on the merits of a case.

Date of Retirement, Normal Termination and Emergent Termination

14. The date of retirement of a regular employee shall be the last day of the calender month on which the employee attains the age of 58 (fifty eight).
15. The date of normal termination of engagement of a re-employed pensioner shall be the last day of the calender month on which the re-employed pensioner completes his tenure of engagement.
16. The date of emergent termination, prior to the completion of the term of engagement, shall be any day of the calender month provided that the specified period of notice is given or pay and allowances for the period of notice are paid by either side.
17. The 'terminating authority' shall be the appointing authority.

Provided that -

the services of the Director shall be terminated only with the approval of the members of the Council of the USI.

Period of Notice for Termination of Service

18. The period of notice for termination of service, on either side, shall be -
 - (a) 90 (ninety) days for regular employees;
 - (b) 30 (thirty) days for re-employed pensioners.

Leave Rules

19. Leave is a privilege and not a right. The sanctioning authority shall have the powers to withhold sanctioning of leave or recall an employee from leave due to exigencies of work.
20. The leave sanctioning authority shall be the Director or any officer officiating for him. The Director may, by due notification, delegate the power of sanctioning casual leave to officers in charge of sections in the office or library of the USI.
21. Employees of USI shall be entitled to the following types of leave :-

- (a) Earned leave.
- (b) Commuted Medical Leave.
- (c) Casual Leave
- (d) Extra Ordinary Leave Without Pay.
- (e) Maternity Leave.

22. The rules governing each type of leave shall be as under :.

(a) Earned Leave

- (i) The entitlement of an employee shall be 30 (thirty) days in a calendar year. For the calculation of entitlement of earned leave for periods less than one year, the formula of one day out of every twelve days during the period shall be used.
- (ii) Earned leave may be accumulated.
- (iii) Upto a maximum of 120 (one hundred and twenty) days of accumulated earned leave may be encashed only at the time of retirement or termination of service under the sanction of the appointing authority, provided that an employee may encash annually any accumulated Earned Leave in excess of 120 (one hundred and twenty) days. Encashment of earned leave is not allowable if the service of an employee is less than three years.

(b) Commututed Medical Leave

- (i) The entitlement of an employee shall be 20(twenty) half days of commuted medical leave in a calendar year.
- (ii) Commuted medical leave may be accumulated to a total of any number of days after commuting it into 10(ten) full days per calendar year.
- (iii) Commuted medical leave cannot be encashed.
- (iv) Accumulated commuted medical leave may be availed only on medical grounds.

(c) Casual Leave

- (i). The entitlement of an employee is 10 (ten) days in a calendar year. In case of service less than a year the casual leave entitlement shall be in proportion to the number of days in the part of the year covered by the terms of engagement.
- (ii) Casual Leave cannot be accumulated.
- (iii) Casual leave cannot be encashed.

(d) Extra Ordinary Leave Without Pay

- (i) The entitlement shall be a maximum of three months in a slab of five years of service after completion of five years of service with the USI.
- (ii) The Director shall sanction such leave only with the approval of the Executive Committee.

(e) Maternity Leave

- (i) The entitlement of maternity leave for women employees shall be 90 days for only those who have less than two surviving children.
- (ii) Maternity leave not exceeding 6 weeks may be sanctioned in case of abortion or miscarriage, irrespective the

number of surviving children, if supported by Medical Certificate.

(iii) Maternity Leave may be combined with Earned Leave, Commuted Medical leave and Extra-ordinary leave without pay, if supported by a Medical Certificate.

(f) Medical Certificate shall mean the production of medical certificate from an Assistance Surgeon or above in governmental services

23. Absence Without Leave

(a) Absence without leave or overstayal of leave shall be treated as leave without pay. The leave sanctioning authority may, at his discretion, allow adjustment of the days of absence against a sanction of Extra Ordinary Leave without pay, accumulated earned leave or casual leave or commuted medical leave if supported by a medical certificate.

(b) Absence without leave or overstayal of leave exceeding 90 (ninety days) shall be deemed as resignation from the post. The appointing authority may then declare the post as vacant, without any notice to the employee, and take action to fill the vacancy.

Discipline Rules

24. No employee shall accept any other employment or engage himself or herself in any trade or occupation without the prior permission of the appointing authority.

25. The following acts or omission shall be construed as breach of discipline in the USI :-

- (a) Causing financial loss to the USI or any other person connected with the USI.
- (b) Causing wilful damage to USI property.
- (c) Failing to perform his or her duty.
- (d) Violation of the Conduct Rules of the USI
- (e) Any act or omission which constitutes an offence against the Indian Penal Code.

26. Breaches of discipline shall be investigated and punished in accordance with procedures laid down by the Executive Committee.

27. In case of disciplinary action, an employee shall have the right of appeal to the appellate authority. The decision of the appellate authority shall be final.

Pay and Allowances

28. The 'pay' or 'scales of pay' and allowances for various categories of posts shall be - as approved by the Council of the USI, from time to time.

Terminal Benefits

29. Service in the USI shall not entitle a person for any pensionary benefit for such service.

30. All categories of employees of USI shall be entitled to Contributory Provident Fund benefits.

31. Contributory Provident Fund Rules shall be placed as a separate Appendix to the Rules and Bye Laws of the USI.

Discretionary Powers

32. The Council of the USI shall have the powers to decide any individual case on the merits of the case, notwithstanding any provision of any clause, sub-clause or sub-sub-clause of these Terms and Conditions of Service.

Power of Amendment

33. The power of amendment of these Terms and Conditions of Service shall remain vested with the Council of the USI.

Currency and Rescindment

34. These Terms and Conditions of Service shall remain in force till rescinded by the Council of the USI.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD IN THE U S I LIBRARY AT 1015 HRS

ON 5th OCTOBER 1994

1. The following were present :-

(a) Maj Gen Vinod Saighal, VSM Offg D G M T	Chairman
(b) Gp Capt HG Dasari Rep Director Training (Air)	Member
(c) Commodore Ravinder Singh, YSM Director Naval Training	"
(d) Lt Gen K Balaram, PVSM (Retd)	"
(e) Lt Gen SL Menezes, PVSM, SC (Retd)	"
(f) Rear Admiral Satyindra Singh, AVSM (Retd)	"
(g) Lt Gen SN Sharma, PVSM, AVSM (Retd)	"
(h) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Secretary

Item I Confirmation of the Minutes of the Previous Executive Committee Meeting held on 09 Sep 1994.

2. The Minutes were read out by the Secretary.

3. Referring to the "Terms and Conditions of Service of USI Staff" which were placed at Appendix of the Minutes of the previous Executive Committee meeting, the Chairman stated that as a general policy all such important documents must be authenticated by the Chairman on each page of the master copy for USI records.

4. Confirmation of Minutes was proposed by Lt Gen SL Menezes and seconded by Gp Capt HG Dasari. The minutes were confirmed by the Committee.

5. It was proposed by Lt Gen SL Menezes that Item II of the agenda be considered after Items III, IV and V. The proposal was accepted by the Chairman.

Item III Consider the Balance Sheet for 1993/94 Alongwith the Audit Report and the Reply Submitted by the U S I

6. Lt Gen Balaram pointed out that under the Revision Courses Fund amounts were being credited from the Interest earned from Investments and then amounts were being transferred from the same fund to Building Fund, Edn and Training Fund and to the Library Fund. Although there appeared to be nothing incorrect in the procedure he felt it would lead to better accounting if the amounts were transferred directly to the latter three funds from the interest earned from investment. The amount of interest transferred to the Revision Courses Fund could then be correspondingly reduced.

7. It was pointed out that under directions of the Council the Auditors had already been directed to reorganise the heads under which the USI Accounts were to be maintained. Their recommendations had not as yet been received. It was decided that Lt Gen Balaram's suggestion should be kept in view when re-organising the accounts. The Chairman directed that the Auditors be expedited to submit their recommendations.

8. On a query raised by Lt Gen Balaram he was given the rates of interest being paid by various Public Sector Units in which the USI investments had been made. He was further informed that these investments had been done on the advice of the AGI. Further, full brokerage for all investments was being received at the rate of 2% as the USI was being treated as brokers by the various PSUs.

9. The Committee directed that investment advice of AGI should be taken from time to time.

10. The Committee directed that for any departure from existing policy, or practise in vogue, prior approval of the Executive Committee should be taken by the Director. All such departures had to be approved by the Executive Committee and ratified by the USI Council wherever necessary. The Director USI pointed out that this was already being done.

11. Notwithstanding the reply sent by the USI regarding the Auditor's suggestion for making out a comprehensive standard operating procedure embracing all financial activities of the USI, the Chairman asked the Director USI to make out such rules in skeleton form by 31 Dec 94 and forward them to him for his perusal and subsequent approval by the Committee.

Item IV To Consider the Revised Budget for 1994/95 and the Budget Forecast for 1995/96

12. Lt Gen Balaram drew attention to the amount appropriated for the payment of gratuity to staff retiring from the USI. He stated that he had ascertained from the Ministry of Labour that under the payment of Gratuity Act 1972, besides Govt Department only those Establishments that were brought under the purview of this Act through specific notification of the Govt were required to pay gratuity. Since no such specific notification applying to the USI had been published it need not pay gratuity. It was brought out by the Secretary that on a specific reference made by the USI in the case of Mr Renjen, our Legal Adviser had advised that the Gratuity Act did apply to the USI and based on this advice gratuity had been paid to Mr Renjen and Mr Bhalla.

13. Notwithstanding the payments made the Committee decided to refer the matter again to the Legal Adviser for a fresh appraisal giving him the papers obtained from the Ministry of Labour by Lt Gen Balaram. Till a decision on this matter was taken no further payments will be made on this account and the provision under this head deleted from the budget forecast for 1995/96.

14. Lt Gen Balaram felt that payment of gratuity was a matter of new policy and a prior ruling on it should have been obtained from the Council before the payments were made. It was pointed

out by the Secretary that as, according to the Legal Adviser, payment of gratuity was a statutory requirement no useful purpose would be served by referring it to the USI Council for a ruling. It had, however, been brought to the notice of the Executive Committee.

15. Lt Gen Balaram felt that there was no requirement for the USI to follow the recent amendment raising contributory provident fund to 10%. In his opinion this increase was applicable only to Govt departments. It was decided to refer this matter to the Legal Adviser for his opinion.

16. The Committee decided that provision of Rs. 1.5 lakhs should be made in the Budget Forecast for 1995/96 for the purchase of a computer for the Library. (However, since Rs. 1.75 lakhs had been earmarked in 1995/96 from the Capital Expenditure under the head of the Building Fund, this amount is not being duplicated under Revenue Expenditure).

17. The Committee decided that the Budget Estimates with the necessary amendments should be placed before the next meeting of the Council for their approval.

Item V Five Year Perspective of Income/Expenditure

18. The Committee directed that a staffing pattern required for the USI at its new location should be worked out by end Jan 95. In considering the staffing pattern due consideration should be paid to giving out on contracts to suitable firms the provision of Security to the Campus, cleaning and maintenance of building and the maintenance of grounds and gardens instead of the USI employing persons for this purpose. The Chairman requested Lt Gen Balaram to take on this task. He could seek the help of Director USI in finalising the proposal. Lt Gen Balaram agreed to take on the commitment.

19. It was decided to put up the Five Year Perspective to the USI Council and suggest to the Council that it should be reviewed after two years instead of the present yearly requirement laid down by it. The Committee directed that the next Five Year Perspective should be put up to the Council approximately six months prior to the occupation of the new complex.

Item II To Consider the USI Proposal for Pay and Allowances of the Staff

20. Lt Gen Balaram felt that there was no need to pay entertainment allowance to officers other than the Director. He also felt that retired persons should not be paid any House Rent Allowance.

21. The scales of pay approved by the Committee are placed at Appx 'A' to the Minutes. The Committee directed that these are to be put up to the Council for its approval alongwith the paper on the 'Terms and Conditions of Service for the USI Staff'. The pay scales, when approved by the Council, will be effective from

01 Apr 95.

Item VI To Approve the Appointment of Senior Accountant

22. The Committee approved the appointment on probation, for three months, of Shri RC Mittal in place of Shri SL Bhalla, whose resignation had been accepted from 01 Oct 94.

Item VII Any Other Points

23. Secretary brought to the notice of the Council that Shri KK Panikker, Senior Clerk, had asked to be relieved of his appointment from 01 Nov 94. The Committee approved the Director USI's proposal that a new appointee be selected from the panel of applicants already available with the USI in place of Mr KK Panikker and the Accountant in case the present incumbent was found unsuitable.

24. The Committee decided that staff quarters in the new complex would not be given to USI staff or employees. If a caretaker had to be accommodated, separate proposal would be made for him, at a later stage nearer the time of occupation.



(S C Sinha)
Maj Gen(Retd)
Secretary

7 October 94.

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-:5:-

Appendix A
To the Minutes of the
Executive Committee
Meeting of 5th Oct., 1944.

PAY AND ALLOWANCES OF USI STAFF

(A) OFFICERS

Sl No	Appointment	Present	Recommended	
(a)	(b)	(c)	(d)	
1.	Director	(i) Consolidated Pay (ii) Tpt. Reimbursements (iii) Tele Reimbursements (iv) Ent. Allowance	Rs. 3000 Rs. 1500 Rs. 250 Rs. 250	Rs. 3500 Rs. 1500 Rs. 250 --
2.	Dy Director & Editor	(i) Consolidated Pay (ii) Tpt. Reimbursements (iii) Tele Reimbursements (iv) Ent. Allowance	Rs. 2750 Rs. 1250 Rs. 250 Rs. 250	Rs. 3250 Rs. 1250 Rs. 250 --
3.	Dy Director (Admn)	(i) Consolidated Pay (ii) Tpt. Reimbursements (iii) Tele Reimbursements (iv) Ent. Allowance	Rs. 2500 Rs. 1250 Rs. 250 Rs. 250	Rs. 3000 Rs. 1250 Rs. 250 --
4.	Dy Director (Academics) (Current designation in C.I.)	(i) Consolidated Pay (ii) Tpt. Reimbursements (iii) Tele Reimbursements (iv) Ent. Allowance	-- -- -- --	Rs. 3000 Rs. 1250 Rs. 250 --

Notes :

1. Transport and Telephone Reimbursements shall be paid on monthly certificate provided by officers to the Director.
2. Entertainment Allowance has been merged with Consolidated Pay.
3. An increment of Rs. 250/- per month in all cases.
4. Since officers are occupying the posts of Director & Dy Director (Academics) in an Honorary capacity, Reimbursements of Out of Pocket Expenses will be considered separately.

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(B) OFFICERS WORKING IN AN HONORARY CAPACITY :

(a)	(b)	(c)	(d)
1.	Director (Maj Gen SC Sinha, PVSM (Retd))	Rs. 1750	Rs. 1750
2.	Dy Director (Academics) (Brig YP Dev (Retd))	Rs. 1500	Rs. 1500

(C) RE-EMPLOYED PENSIONERS

(a)	(b)	(c)	(d)
1.	Librarian	Rs. 2716	Rs. 2900
2.	Senior Accountant	Rs. 2283	Rs. 2450
3.	Accountant	Rs. 2175	Rs. 2300
4.	Senior Clerk	Rs. 1675	Rs. 1800
5.	Peon / Daftry	Rs. 1375	Rs. 1500
6.	Peon	Rs. 1345	Rs. 1450
7.	Shri IK Sharma	Rs. 1825	Rs. 2000

Notes :

1. House Rent Allowance has been merged with Consolidated Pay.
2. Increments have been recommended as under. :-
 - (a) Librarian Rs. 184 (1)
 - (b) Senior Accountant Rs. 167 (1)
 - (c) Accountant Rs. 125 (1)
 - (d) Senior Clerk Rs. 125 (4)
 - (e) Peon / Daftry Rs. 125 (1)
 - (f) Peon Rs. 105 (2)
 - (g) Shri IK Sharma Rs. 175 (1)

(D) REGULAR EMPLOYEES

1. No change from the existing pay scales.
2. Additional Dearness Allowance shall be paid at 80% of Basic Pay. (Current rate of Additional Dearness Allowance is 65% of Basic Pay).

(For financial effect see Annexure).

Annexure to Appendix A
(To the Minutes of the
Executive Committee Meeting of
5 Oct 94).

ANNUAL FINANCIAL EFFECT OF INCREASED PAY AND ALLOWANCES

Ser. No.	Category	Monthly Increase	Annual Increase
1.	Officers (2)	Rs. 500	Rs. 6,000
2.	Below Officer Level - Re-employed (11)	Rs. 1,486	Rs. 17,832
3.	Regular Staff (8)	Rs. 1,625	Rs. 19,500
4.	Employer's Share of CPF in case of Sers 1 and 2	-	Rs. 1,986
	Total		Rs. 45,318

Notes :-

1. Officers - 2 at Rs. 250/- each - Rs. 500/-

2. Details of Category/Individual increase for Re-employed Pensioners is given in Notes under Pay and Allowances of such employees.

3. For Regular Employees ADA as shown under :-

Basic Pay	Nos.	At 80%	At 65%	Inc.
(a) Rs. 2070	1	Rs. 1656	Rs. 1346	Rs. 310
(b) Rs. 1370	3	Rs. 1096	Rs. 891	Rs. 205 x 3 = 615
(c) Rs. 1190	1	Rs. 952	Rs. 774	Rs. 178
(d) Rs. 1160	3	Rs. 928	Rs. 754	Rs. 174 x 3 = 522
			Total	Rs. 1625

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF AN EXECUTIVE COMMITTEE
MEETING HELD AT THE USI LIBRARY
AT 1500 HOURS ON 04 NOVEMBER 1994

1. The following were present :-

(a) Maj Gen Vinod Saighal, VSM Offg DGMT & Chairman USI Executive Committee	Chairman
(b) Commodore Ravinder Singh, YSM Director Naval Training	Member
(c) Lt Gen K Balaram, PVSM (Retd)	"
(d) AVM M Banerji, MVC, VM (Retd)	"
(e) Lt Gen SN Sharma, PVSM, AVSM (Retd)	"
(f) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Secretary

Item I To Confirm the Minutes of the Previous Executive Committee Meeting Held on 5 Oct 94

2. The minutes of the previous Executive Committee meeting were read out by the Secretary.

3. On Item II regarding the Pay and Allowances suggested for the USI Staff, AVM Banerji felt that the merging of Entertainment Allowance and Reimbursement of Tpt expenses with pay unnecessarily increased the income-tax liability of some of the re-employed staff. He felt that there was no harm in making these payments separately as there was no loss to the USI. The Chairman felt that since this point had been discussed in detail at the last meeting the pay scales would be put up as already approved by the Executive Committee. The details of the resultant increase in income-tax liability that the merger with pay would cause could be worked out separately for consideration at a later time.

4. It was proposed by Lt Gen Balaram and seconded by Commodore Ravinder Singh that the minutes of the previous Executive Committee be confirmed. The proposal was accepted by the Committee.

Item II To Consider the Agenda for the Forthcoming Council Meeting to be Held on 22 and 23 Dec 94

5. The Committee discussed the Agenda for the forthcoming Council Meeting and the following amendments were decided upon :-

(a) Item IV Para 3. The Committee decided that the Council would be informed that a draft SOP had been prepared by the USI for the maintenance of its accounts. These will be examined and finalised by the Executive Committee and implemented by 01 Apr 95.

(b) Members are requested to submit their suggestions for changes and modification to the SOP by 31 Jan 95 to the Director USI.

(c) Item VII Maintenance JSI Accounts Under Various Heads. The Committee was informed that the Chartered Accountants had recommended that the accounts be maintained in their present form. They have further recommended that the distribution of interest accruing from investments could be credited direct to various designated funds instead of through the Revision Courses Fund as is being done. The Committee decided to examine these recommendations further before they are implemented by 1 Apr 95.

(d) Maintenance of Provident Fund by U.S.I - Lt Gen Balaram pointed out that the draft rules made out by the Chartered Accountants referred to the Act of 1925 which concerned Provident Funds and not Contributory Provident Funds, which was provided through a later Act. The Committee decided that since the examination of these detailed rules will require considerable time the Council should be asked to authorise the Executive Committee to examine and accept these rules and send them back to the Chartered Accountants with the necessary resolution accepting the rules so that the Government's sanction may be obtained for the USI to maintain the provident fund accounts.

(e) The Committee ruled that in the meanwhile the accounts of the Provident Account funds should be separated forthwith and banked in an independent bank account.

(f) Item X Delegation of Powers -The Committee decided to recommend the following to the Council :-

" In view of the powers of extension having been improperly re-delegated to the Director USI in 1988 by the Executive Committee, the Executive Committee recommends that all extensions granted by the Director to date may now be regularised. The Committee further recommends that for the future, powers to grant extensions to clerical staff and below, excluding the Chief Librarian and Chief Accountant, should be delegated to the Director by the Council.

(g) Item XIV Selection of Subjects for Various Items/Events. The Committee made the following recommendations for the National Security Lecture for 1995 :-

<u>Subject</u>	<u>Speaker</u>
(i) Non Military Threats to India's Security	Admiral JG Nadkarni General SF Rodrigues
(ii) Impact of Economic Liberalisation on India's Defence	Shri Jaswant Singh Shri KC Pant
(iii) India-China Relations in the Next Decade	Shri RD Sathe Shri US Bajpai

-:3:-

(h) The Committee further recommended that the Council be requested to delegate the selection of the subjects and authors for the National Security Paper, subject and participants for the National Security Seminar and the subjects for the Gold Medal Essay Competitions for 1995 and 1996 to the Executive Committee.

(j) Item XVI USI Building Project - Para 20. The Committee decided to recommend to the Council that:-

- (i) The staff quarters should not be allotted to the staff.
- (ii) They could be considered for leasing to well known commercial firms.
- (iii) The Council defer a decision on the pattern of leasing till the Executive Committee comes up with concrete proposals for the alternative utilisation of this accommodation.

Item III

Any Other Points.

6.

The DGMT and the DNT agreed to move to Delhi officers, who had won prizes in the 1993 USI Gold Medal Essay Competition to enable them to receive their prizes from the President of the Council on 22 Dec 94.

7.

The following programme for 22 and 23 Dec was approved by the Committee :-

(a) 22 Dec 94

1000 h	Presentation to the USI Gold Medal Essay Competition Prize Winners.
1015 h	Tea with Prize Winners.
1030 h to 1315 h	Council Meeting
1330 h	Lunch at DG Club for Council Members and Prize Winners.
1630 h	USI National Security Lecture by General VN Sharma at the Nehru Memorial Museum and Library, Teen Murti House.

(b) 23 Dec 94

1000 h to 1315 h	Council Meeting (with tea break at 1130 h) including visit to the New Building Project site.
1630 h	Part II of National Security Lecture.

8. There being no other points the meeting was adjourned with a vote of thanks proposed by Lt Gen Balaram and seconded by AVM M Banerji.



(SC Sinha)
Maj Gen (Retd)
Secretary

15 Nov '94

UNITED SERVICE INSTITUTE OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD
AT THE USI LIBRARY AT 1030 HRS ON 15 JUN 95

1. The following were present :-

(a) Maj Gen RPRG Naidu, VSM Offg DGMT	Chairman
(b) AVM RK Malhotra, AVSM, VM Dir Trg Air Headquarters	Member
(c) Cdr S Gidvani Offg Dir Naval Trg	"
(d) AVM M Banerji, MVC, VM (Retd)	"
(e) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	"
(f) Vice Adm SP Govil, PVSM, AVSM (Retd)	"
(g) Rear Adm Satyendra Singh, AVSM (Retd)	"
(h) Lt Gen SN Sharma, PVSM, AVSM (Retd)	"
(i) Professor ML Sondhi, IFS (Retd)	"
(j) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Member Secretary
(l) Air Cmde NB Singh (Retd) Dy. Director & Editor	In Attendance
(m) Brig GL Sachdeva (Retd) Dy. Director (Adm)	"
(n) Brig YP Dev (Retd) Chief Instructor	"
(o) Col VK Singh, VSM DS (Coord)	"
(p) Col (Dr) Jagmohan Legal Advisor	"
(q) Mrs Seema Malik Asstt to Legal Advisor	"

Spec Item - Objection Raised by Lt Gen Balaram to the Expansion
of Executive Committee.

2. The Chairman explained the sequence of events leading to the appointment of three additional members to the Executive Committee based on the majority opinion of the Council members obtained in writing by circulation of the proposal. Lt Gen Balaram's letter dated 16 May 95 was read out. Legal Advisor read out and explained his opinion forwarded vide letter dated 14 Jun 95, in which he opined that the procedure followed was legal.

3. The DGMT observed that rules had been observed in spirit, the matter had been progressed in an open manner and that it meets legal requirements. Vice Adm Govil pointed out that in all Trusts and Societies it was normal practice to obtain policy decisions from Council or Committee members by circulation of points when it was not feasible to hold a meeting. The Executive Committee agreed that the appointment of additional members was legally and administratively correct and directed that Lt Gen Balaram be informed accordingly.

Item I - To Confirm the Minutes of the Last Meeting of Executive Committee Held On 4 Nov 94.

4. It was proposed by AVM Banerji and seconded by Lt Gen Sharma that the Minutes of the last Executive Committee held on 4 Nov 94 be approved. The proposal was adopted by the Committee.

Item II - To Approve the SOP On Accounts.

5. The SOP was approved, with the following modifications :~
(a) 'Income from investments' should be listed as a source of income (Para 6 of SOP).

(b) The limit of Rs. 1,000/-, above which purchases were to be made by calling for quotations, was raised to Rs. 5,000/- (Para 16 of SOP),

Item III - Library Rules.

6. The Chairman observed that Library Rules need to be made more comprehensive by incorporating points covering administration and functioning of the Library, in addition to book lending rules. He offered to frame revised rules and put them up to the Executive Committee. This was approved by the Committee.

Item IV - Gratuity Payment.

7. The Legal Advisor read out and explained his detailed legal opinion forwarded vide his letter dated 28 Nov 94. He was asked to clarify in writing that the USI is covered by the term 'Establishment' as relevant to the Gratuity Act. The Director was asked to approach Lt Gen Balaram to hand over the papers obtained by him from Labour Ministry in this regard within two weeks of his return to Delhi. The Director will then put up the matter to Chairman for a decision by 10 Jul 95.

Item V - Provident Fund Rules.

8. Draft Provident Fund Rules framed by the Chartered Accountant were approved and accepted by the Committee. The Committee directed that these Rules should now be forwarded to M/s Luthra & Luthra for obtaining the necessary exemption from Lt Governor to enable the USI to operate these accounts.

Item VI - To Select Subjects for Various Events.

9. The following were approved :..

(a) National Security Lecture. The Council had approved the subject 'Impact of Economic Liberalisation on India's Defence' by Dr Manmohan Singh or Shri Jaswant Singh. The former had expressed inability to accept this commitment. Mr Jaswant Singh had now been approached by the President and a reply was awaited from him. The Committee decided that should Mr Jaswant Singh also not accept the commitment then Dr Kirit Parikh and Mrs Montek Ahluwalia could be approached to talk on the same subject. (Note - Shri Jaswant Singh has since accepted to deliver the National Security Lecture for 1995 and no further action is being taken on this proposal).

(b) National Security Seminar 1995. Joint USI-JNU Seminar on 'Non - Military Threats to National Security' was approved to be held in Oct/Nov 95 in addition to the Seminar on R & D carried over from 1994.

(c) National Security Paper. 'Kashmir - the Way Out' was approved as subject. The Committee decided that Dr Karan Singh or Dr Farooq Abdulla should be approached to write the paper.

(d) Gold Medal Essay Competition (Group 'A' - Open to All Officers). 'Integration of MOD with Service HQ' was approved as subject.

(e) Gold Medal Essay Competition (Group 'B' - Open to Officers of Major/Equivalent Ranks Upto 10 Years Service). 'Impact of Social, Political and Economic Conditions in India on Recruitment, Training and Careers of Defence Personnel' was approved as subject.

Item VII - USI Centre for Research.

10. Paper prepared by Vice Adm Govil was circulated. After due consideration the paper was approved after accepting Vice Adm Chopra's suggestion on the Foreign Service Representation on the Board. The Director should now approach various persons whose membership on the Board of Management of the Research Centre was approved by the Committee, to obtain their agreement to serve on the Board of Management. The paper with the names of persons approved for the Board of Management is attached at Appendix 'A'.

Item VIII - Increase in Tuition Fees and DS Remuneration.

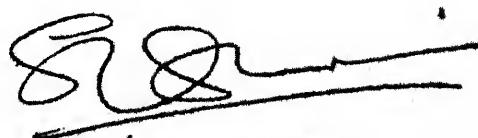
11. Increases proposed were approved. Revised rates/dates are given at Appendix 'B' attached.

Item IX - National Security Seminar (R&D Services) At Pune.

12. Director gave the position. He stated that the background paper had as yet not been received from Maj Gen Vinod Saighal. The General Officer had said that the details about the Seminar would be sent after his trip to Pune for which he has drawn an advance of Rs. 6,000/-. So far these details have not been received. The Committee directed that a firm commitment of the dates and other details about the Seminar be obtained from Maj Gen Saighal at the earliest.

Item X Any Other Points

13. Exemption from Income Tax on Donations. Director proposed that an exemption from Income Tax be obtained for donations made to the USI. The Chartered Accountant had stated that their fees for obtaining this from the IT Dept would be approx Rs. 5,000/- . The proposal was approved by the Committee
14. Extension of Service Beyond 68 Years. The Director wanted certain guideline for granting extension to those completing 68 years of age. It was decided that this matter should be placed on the Agenda for the next meeting and till then status quo should be maintained.
15. Invitation to Visit China. The Director read out a letter from the Office of the Military, Naval and Air Attaché of the Chinese Embassy conveying an invitation from China Institute for International Strategic Studies, Beijing, for Maj Gen SC Sinha and Air Cmde NB Singh and their wives to visit China as their guests, this year. The President of the Council had been informed.
16. Proposal for FAX Facilities at the USI. The proposal for the purchase of a FAX machine, with appropriate capabilities was approved at a maximum cost of approx Rs. 30,000/-.
17. Move Sub-Committee. The Committee approved the formation of a Sub-Committee to be formed under the chairmanship of Vice Adm Chopra. A representative of the DGMT was to be coopted as a member of the Committee and DD (Adm) was to act as Secretary.
18. Utilisation of Officers Quarters at New Site. The Director read out a letter he had received from Lt Gen JFR Jacob dated 27 Apr 95. General Jacob had warned against renting out accn to commercial firms as he felt that they would never vacate the accn they occupy. He has suggested that instead of hiring out these quarters to corporate bodies for long periods, it would be better to go in for hiring on a daily basis. In this connection the USI could tie up with tour/travel agencies of repute. All Committee members agreed with the view expressed. It was decided, however, to discuss the subject in detail when the question of hiring the quarters is considered. General Jacob's letter should be brought up for consideration at that point of time.
19. USI Executive Committee Meeting. It was decided to hold the next meeting of the Committee towards end of July. Firm dates will be notified later.
20. There being no other points the Meeting was adjourned with a vote of thanks to the Chairman.



(S C Sinha)
Maj Gen(Retd)
Member Secretary

28 June 1995

Appendix A
(Refers to para 50
of Minutes of Executive
Committee Meeting held on
15 Jun 95)

THE CONSTITUTION OF THE
USI CENTRE FOR RESEARCH

(To be reviewed after 3 years)

Name

1. The Centre shall be called the USI Centre for Research (USICR).

Aims and Objectives

2. To conduct independent specialised research and study into policy problems and provide options relating to National Security issues and matters concerning the Defence Forces in an objective and non-partisan manner taking into account the economic, social, political and technological factors as obtaining in India.

Management

3. In order to ensure independence and objectivity, the USICR shall be governed by a Board of Management (BoM) appointed by the USI Council consisting of the following members :-

(a) Three (one each from the Army, Navy and Airforce) senior retired service officers as far as possible located in Delhi (last appointment should not normally have been less than C-in-C/Vice Chief status) Chairman shall be appointed by the Council.	3
(b) One retired member of the IFC not below the level of Secy.	1
(c) One person who has made a mark in strategic or Defence Studies or in international relations but does not belong to the category (a) & (b) above.	1
(d) Vice Chancellor JNU/Dean SSS, JNU	1
(e) Director IDSA	1
(f) Chairman JTC	1
(g) Director NMM&L/Comdt NDCS	1
(h) One distinguished scientist	1
(i) Director USI will act as the Member Secy and will be the ex-officio Administrator of the USICR	1

4. BOM's primary responsibility will be to deal with the academic side of the research management, to oversee the progress and ensure quality control of the research projects. It shall be accordingly vested with all the financial and executive powers necessary for the smooth functioning of the Centre. Quorum for the meetings of BOM shall be five. Meetings shall be held at least once in every calendar year or as often as required.

5. BOM may appoint any other sub-committees on an as required basis and shall have the power to co-opt persons/ persons who need not be members of the BOM for specific projects and programmes. The term of BOM members will be 2 years extendable by another 2 years.

Tasking

6. The subjects for study may be given to the USICR by the COSC, MOD, three Service Headquarters, the USI Council or even any other agencies / ministries who have interest in Defence and Strategic Studies. Subjects will be first examined by the sub-committee so appointed for this purpose as regards their usefulness and also availability of suitable methodology and staff and will make its recommendation to the BOM. BOM will then scrutinise the proposal that adequate financial backing is available for work in Delhi and for field work in other locations in India. USICR will be free to network with like minded institutions in India and abroad to get the best material for research projects.

7. While suggesting subjects for study in the USI Research Centre, the sponsoring authority i.e. Army, Navy, Air Force HQs, MOD or the USI Council may also recommend the names of the persons to conduct research (serving or retired) who could be awarded the fellowship by the BOM. The sponsoring authority would provide a project paper on the suggested subject and the bio-data of the person recommended for fellowship. The BOM will examine the proposal in all aspects and make a final decision about accepting the proposal and grant of fellowship.

8. To begin the activities of the USI Research Centre the Chairman BOM may, in the first instance, ask Service HQs for proposals for research projects alongwith recommended names for the grant of fellowship.

Research Personnel

9. To start with one team for each Service project will be accepted for study. With time and resources this may be expanded to 3 at a later date.

-:7:-

PROPOSED NAMES OF THE MEMBERS BOARD OF MANAGEMENT
(To be approved by the USI Executive Committee)

1. Vice Adm SP Govil (appointed by the USI Council as Chairman).
2. General VN Sharma or Lt Gen AM Vohra
3. Air Mshl CV Gole or Air Mshl KD Chadha
4. Mr JN Dixit, IFS (Retd) or Mr SK Singh, IFS (Retd)
5. Mr K Subrahmanyam or Mr PR Chari
6. Prof ML Sondhi - SIS, JNU
7. Air Cmdr Jasjit Singh - Director, IDSA
8. DGMT - Chairman JTC
(D Trg (Air) and DNT coopted for relevant subjects
concerning Air Force and Navy)
9. Prof Ravinder Kumar - Director, N M M & L
10. Dr K Santhanam, Chief Advisor Technologies, DRDO, Min of Def.
11. Director, USI (Member/Secretary)

....8.

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Appendix B
(Refers to Para 11
of Minutes of Executive
Committee Meeting Held
On 15 Jun 95)

TUTION FEES

<u>Course</u>	<u>Per Subject</u>	<u>Total</u>	<u>Effective Date</u>
1. DSSC(Army)	200	900	Nov 95
2. TSC	200	500	Nov 95
3. DSSC(Navy)	275	275	Jan 96
4. DSSC(AF)	250	450	Jan 96
5. Part D	150	700	Jun 96
6. Part B	125	450	Sep 95

DS REMUNERATION

Setting Test Papers / Answers

7. Part B	-	Rs. 500/-
8. Part D	-	Rs. 500/-
9. DSSC/TSC (Incl Navy/AF)	-	Rs. 600/-
	-	Rs. 600/-

Correction

10. Part B	-	Rs. 10/-
11. Part D	-	Rs. 13/-
12. DSSC/TSC (Incl Navy/AF)	-	Rs. 15/- (Tac B -18)

Pamphlets

13. Biography	-	Rs. 600/-
14. Campaign	-	Rs. 1200/-
15. Precis Revision	-	Rs. 600/-
16. Current Affairs Quarterly (both)	-	Rs. 800/-

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF AN EXECUTIVE COMMITTEE MEETING
HELD AT THE USI LIBRARY AT 1000 HRS
ON 4 AUG 95

The following were present :-

(a) Maj Gen RPRC Naidu, VSM Offg DGMT {A }	Chairman
(b) AVM RK Malhotra, AVSM, 7M Director Trg Air {A } HQ	Member
(c) Commodore Ravinder Singh, YSM Director Naval Trg {A }	"
(d) AVM M Banerji, MVC, VM(Retd)	"
(e) Vice Adm SC Chopra, PVSM, AVSM, NM(Retd)	"
(f) Vice Adm SP Govil, PVSM, AVSM(Retd)	"
(g) Lt Gen SL Menezes, PVSM, SC(Retd)	"
(h) Rear Adm Satyindra Singh, AVSM(Retd)	"
(j) Lt Gen K Balaram, PVSM(Retd)	"
(k) Maj Gen SC Sinha, PVSM(Retd)	Member Secretary
(l) Brig GL Sachdeva(Retd) Dy Director (Adm)	In Attendance (Except Item IV)
(m) Brig YP Dev (Retd) Chief Instructor	-do-
(n) Col VK Singh, VSM DS (Coord)	-do-
(o) Col (Dr) Jagmohan (Retd) Legal Adviser	In Attendance

1. The Chairman accepted the Secretary's proposal to discuss Item III of the Agenda after Item IV.

Item I To Confirm the Minutes of the Last Executive Committee Meeting Held On 15 Jun 95.

2. The Committee noted the progress reported on each point. The Chairman stated that the Library Rules were almost complete and would be sent to the USI for placing before the next Executive Committee meeting.

3. Vice Adm Govil proposed that the Minutes of the last meeting be confirmed. The proposal was seconded by Commodore Ravinder Singh and accepted by the Committee.

Item II Gratuity Payment.

✓ 4. The Legal Adviser, Col (Dr) Jagmohan stated that he had considered all aspects of the case and was of the opinion that the USI, being a Registered Society under the Registration of Societies Act, clearly came under definition of an 'establishment' as defined in the Delhi Gratuity Act as such the USI was required to pay gratuity to its employees. He had submitted this opinion in writing to the USI. The position was accepted by the Committee and it directed that gratuity would be paid to its employees entitled to it.

5. This point was later reopened at the insistence of Lt Gen Balaram. He felt that the opinion of the Legal Adviser was not sustainable. The Legal Adviser pointed out that the papers passed on to him by Lt Gen Balaram were copies of the Gratuity Act and copies of notification under the Act making it applicable to certain organisations who did not otherwise fall within the normal definition of shops and establishments. This was not the case with the USI. He further pointed out that no legal opinion on the issue had been quoted in these papers given to him and therefore he held to his opinion as stated.

6. Vice Adm Chopra opined that in his experience there was no way in which the USI could avoid paying gratuity especially since payments had already been made to certain persons. Lt Gen Balaram pointed out that payment in the first case had been made on the advice of the Legal Adviser. He alleged that the second payment of gratuity had been made even after he had brought to the notice of the Executive Committee that the USI was not required to make such payments and the Committee was seized with the problem. He wished to have his dissent recorded with the decision of the majority of the Committee members to pay gratuity to USI employees.

Item IV Utilisation of Officers Quarters At New Site.

7. The Committee considered Lt Gen Jacob's letter on the subject. It was decided to first obtain the rules obtaining at the DSOI, India International Centre and at the Delhi Gymkhana Club for renting out the various quarters and hostel rooms on their precincts. The Committee would formulate its policy, which was to be recommended to the USI Council, only after it had examined the rules being followed at the other institutions.

Item III Extension of Service Beyond 68 Years to the USI Staff.

8. In view of the move of the USI to the new site and the work that it will involve in setting up and settling down, the Committee decided to recommend to the Council to extend the services of the following officers upto 31 Dec 96 :-

(a) Maj Gen SC Sinha	- Director
(b) Air Cmde NB Singh	- Dy Director & Editor
(c) Brig GL Sachdeva	- Dy Director (adm)
(d) Brig Yashpal Dev	- Chief Instructor

-:3:-

9. It was decided to refer these cases for consideration at the next Council Meeting and not by circulation. The cases of the Subordinate Staff would also be put up to the Council.

Item V Any Other Points.

10. Employment of Col VK Singh. The Secretary brought to the notice of the Committee that Col VK Singh would be completing his final period of re-employment with the Army on 18 Oct 95. Col HB Singh had been posted by Army HQ as his replacement. The Secretary recommended that in view of the impending move of the USI to its new location and the requirement of more staff there, Col VK Singh be employed by the USI. Lt Gen SN Sharma brought out that Col VK Singh's services were essential for the smooth functioning of the Building Sub Committee as he had been very effectively carrying out all the staff work relating to the Sub Committee's work. Some members of the Committee felt that an additional officer should be obtained from the Air HQ/Naval HQ in the same way as the officer was given by Army HQ. The Secretary felt that while such an officer would be of great help to the Correspondence Courses Section, Col VK Singh was required to be employed on the adm side in connection with the construction of the new building and the subsequent move to it. The Committee decided that while Air HQ or Naval HQ would be asked to provide an officer, Col VK Singh will be employed initially till 31 Dec 95 on the same terms and scales of pay as Brig Sachdeva. His subsequent absorption could be processed once the decision on the extra staff requirement has been decided by the Council and applications obtained for the new posts if sanctioned by the Council.

11. Lt Gen Balaram's Points.

(a) Lt Gen Balaram referred to the Committee's decision to hold a joint USI Seminar with JNU. He was against such joint seminars with the JNU and wished to record his dissent.

(b) Referring to the Committee's decision approving the draft Provident Fund Rules made by the CA, he wished to have his dissent recorded. He felt that these rules had been wrongly framed by the CA. The rules have been based on the Provident Fund Act of 1925, whereas the USI operates the Employees Provident Fund and Misc Provisions Act 1952. He felt the draft required revision.

12. Points Raised by the Secretary.

(a) USI Council Meeting. The President of the Council had approved 23-24 Nov for the next Council Meeting to coincide with the dates of the National Security Lecture.

(b) USI/JNU Seminar. The dates for joint JNU/USI Seminar have been fixed for 7th and 8th Dec 95.

(c) Progress of Work on New Building. Advertisements have been placed for the services of an Interior Decorator/Designer for the USI new Building. The firm will be required to provide the furniture and furnishings. The Building Sub-Committee have short-listed the firms and they are being asked to visit the site and submit their proposals.

(d) Visit to China. The Chiefs of Staff Committee have sanctioned Rs. 60,000/- towards the airfare for Maj Gen SC Sinha and Air Commodore NB Singh, who have been invited by the China Institute of International and Strategic Studies to visit Beijing. The Secretary clarified to Lt Gen Balarum that no expense on this visit is being incurred by the USI.



(SC Sinha)
Maj Gen (Retd)
Member Secretary
21 August 1995.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE USI EXECUTIVE COMMITTEE
MEETING HELD AT 1000 H ON 19 DEC 95
AT THE USI LIBRARY

1. The following were present :-

(a) Maj Gen RPRC Naidu, VSM Offg DGMT and Chairman USI Executive Committee	Chairman
(b) Cmde A S Bajwa D N T	Member
(c) Wg Cdr G Raman Rep Dir Trg(Air)	"
(d) Lt Gen K Balaram, PVSM (Retd)	"
(e) AVM M Banerji, MVC, VM (Retd)	"
(f) Lt Gen SL Menezes, PVSM, SC (Retd)	"
(g) Lt Gen SN Sharma, PVSM, AVSM (Retd)	"
(h) Rear Adm Satyindra Singh, AVSM (Retd)	"
(i) Maj Gen SC Sinha, PVSM (Retd) Director	"
(j) Air Cmde N B Singh (Retd) Dy Director & Editor	Secretary
(l) Brig GL Sachdeva (Retd) Dy Director (Adm)	In Attendance
(m) Col VK Singh, VSM (Retd)	"
(n) Brig YP Dev (Retd) Chief Instructor	"
(o) Col HB Singh DS (Coord)	"

Item I - To Confirm the Minutes of the Last Executive Committee
Meeting Held on 04 Aug 95

2. Lt Gen Balaram brought out certain amendments to be incorporated to reflect the decisions and arguments in clearer detail. These were accepted and are placed at Appx A attached. It was proposed by Rear Adm Satyindra Singh and seconded by Lt Gen SL Menezes that the minutes be confirmed. The proposal was accepted.

Item II - To Select Subjects/Authors/Chairmen for the National Security Paper, National Security Seminar and Gold Medal Essay Competition 1996

3. The following were selected :-

(a) National Security Paper.

- (i) Role of Media in War - Lt Gen K Balaram
- (ii) Religious Fundamentalism and Its Impact on India's Security - Dr K Subrahmanyam / Shri Inder Malhotra - as reserve choice only.

(b) National Security Seminar.

- (i) The Impact of Decreased Defence Spending on Indian Armed Forces, to be presided over by Shri KP Singh Deo or Shri P Chidambaram.

(c) Subject for the USI Gold Medal Essay Competition - open to All Officers. Privatisation of Support Facilities in Defence Services - Problems and Prospects. It was also decided to ask CII to contribute a paper on this subject for publication in the USI Journal if found suitable.

(d) Subject for the USI Gold Medal Essay Competition - Open to Officers of Major/Equivalent Rank Upto 10 Years Service. Threat to Indian Society Posed by Man-portable Weapons and Explosives.

Item III - To Consider the Accommodation Rules.

4. The following amendments to the proposed rules were accepted.

(a) Para 1. Last sentence to be reframed as 'Tariffs will be reviewed and revised as required from time to time by the Executive Committee and implemented from the date decided.

(b) Para 4. Add first sentence as 'These will be rented out for seminars, lectures, meetings and conferences.

(c) Para 11(c), 14(c), 15(c) and (d), 21 (b), 23(b) and 24 (c). To be deleted as it was felt that accommodation should not be rented out to non-members.

(d) Para 11. Add new category of 'USI guest lecturers'

(e) Para 14 & 15. Add new category 'Members on research (not detailed by USI)' upto a maximum of 3 months @ Rs. 100/- per day, extendable by one more month.

(f) Para 21. Add new category ' Foreign Officers doing NDC or Foreign Diplomats posted at Delhi' against advance rent at rates given at Para 24 (b) or at existing going market rates for such accommodation.

5. It was decided to take up the balance of the rules after deciding on the USI staff organisation.

Item IV - To Consider the Proposed Staff Organisation

6. Following posts were approved due to urgent requirement and to be regularised by the Council later :-

- (a) Caretaker, preferably to be a retired JCO or equivalent rank from other Services.
- (b) Auditorium/Seminar Room IC.
- (c) Electrical Supervisor (diploma holder).
- (d) Electrician (Chargeman)

7. Due to shortage of time it was decided to consider the rest of the proposed staff organisation at a subsequent meeting.

Item V - Other Points

8. Lt Gen Balaram recommended the following contractors for the work likely to be required by the USI at the new location and for its move there :-

- (a) PN Writer and Co - for move of USI
- (b) Salwan Properties - for flats, renting out to foreigners.

9. It was decided to hold a meeting of the USI Executive Committee at 1000 hrs on 28 Dec 95 to take up the unfinished agenda of today's meeting and to consider the Library Rules made out by the Chairman.

10. The meeting was adjourned with a vote of thanks to the Chair.



(S C Sinha)
Maj Gen(Retd)
Secretary

Appendix A
(Refers to Para 2 of
Minutes of Executive
Committee Held on
19 Dec 95)

AMENDMENTS TO THE MINUTES OF THE EXECUTIVE
COMMITTEE MEETING HELD ON 4 AUGUST 1995

(Note: Complete Paras are reproduced with amendments
underlined)

1. Item II - Para 4, 5 and 6

4. The Legal Adviser, Col(Dr) Jagmohan stated that he had considered all aspects of the case and was of the opinion that the USI, being a Registered Society under the Registration of Societies Act, clearly came under definition of an 'establishment' as defined in the Payment of Gratuity Act. As such the USI was required to pay gratuity to its employees. He had submitted this opinion in writing to the USI. The position was accepted by the Committee and it directed that gratuity would be paid to its employees entitled to it.

5. This point was later reopened at the insistence of Lt Gen Balaram. He felt that the opinion of the Legal Adviser was not sustainable. The Legal Adviser pointed out that the papers passed on to him by Lt Gen Balaram were copies of the Gratuity Act and copies of notification under the Act making it applicable to certain organisations who did not otherwise fall within the normal definition of shops and establishments. This was not the case with the USI. He said that the USI came under the purview of the Delhi Shops and Establishments Act. He further pointed out that no legal opinion on the issue had been quoted in these papers given to him and therefore he held to his opinion as stated.

6. Vice Adm Chopra opined that in his experience there was no way in which the USI could avoid paying gratuity especially since payments had already been made to certain persons. Lt Gen Balaram pointed out that payment in the first case had been made on the advice of the Legal Adviser. He alleged that the second payment of gratuity had been made even after he had brought to the notice of the Executive Committee that the USI was not required to make such payments and the Committee was seized with the problem. Lt Gen SN Sharma suggested that the payment of gratuity be made as a "Welfarist Measure" and not get involved with the legal position. This proposal was accepted by all members including Lt Gen K Balaram.

2. Item III - Para 9

9. It was decided to refer this case for consideration at the next Council Meeting and not by circulation, since it was pointed out by Lt Gen K Balaram that there was a distinction between the expressions 'The Council' and 'Members of the Council'. The former implied the Council in session. This point of view was confirmed by the Legal Adviser. The cases of the Subordinate Staff would also be put up to the Council.

3. Item V - Para 10

10. Employment of Col VK Singh. The Secretary brought to the notice of the Committee that Col VK Singh would be completing his final period of employment with the Army on 18 Oct 95. Col HB Singh had been posted by Army HQ as his replacement. The Secretary recommended that in view of the impending move of the USI to its new location and the requirement of more staff there, Col VK Singh be employed by the USI. Lt Gen SN Sharma brought out that Col VK Singh's services were essential for the smooth functioning of the Building Sub Committee as he had been very effectively carrying out all the staff work relating to the Sub Committee's work. Some members of the Committee felt that an additional officer should be obtained from the Air HQ/Naval HQ in the same way as the officer was given by Army HQ. The Secretary felt that while such an officer would be of great help to the Correspondence Section, Col VK Singh was required to be employed on the side in connection with the construction of the new building and the subsequent move to it. The Committee decided that while Air HQ or Naval HQ would be asked to provide an officer, Col VK Singh will be employed initially till 31 Dec 95 on the same terms and scales of pay as Brig Suchdev. His appointment may be considered after the decision on the extra staff requirement has been decided by the Council and applications obtained for the new posts if sanctioned by the Council.

4. Item V - Para 11 (b)

11. Lt Gen Balaram's Points.

(b) Referring to the Committee's decision approving the draft Provident Fund Rules made by the CA, he wished to have his dissent recorded. He felt that these rules had been wrongly framed by the CA. The rules have been based on the Provident Fund Act of 1925, whereas the USI operates its Provident Fund under the Provident Fund and Misc Provisions Act 1952. He felt the draft required revision.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE
MEETING HELD AT THE USI LIBRARY AT
1000 H ON 28 DEC 95

1. The following were present :-

(a) Maj Gen RPRC Naidu, VSM Offg DGMT and Chairman USI Executive Committee - Chairman.	Member
(b) Capt DB Singh, IN Rep DNT	"
(c) Wg Cdr G Raman Rep Dir Trg (Air)	"
(d) Lt Gen K Balaram, PVSM (Retd)	"
(e) AVM M Banerji, MVC, VM (Retd)	"
(f) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	"
(g) Lt Gen SL Menezes, PVSM, SC (Retd)	"
(h) Rear Adm Satyendra Singh, AVSM (Retd)	"
(i) Air Cmde NB Singh (Retd) Offg Dir	"
(j) Brig YP Dev (Retd) C I	Member Secretary, In attendance
(k) Col VK Singh, VSM (Retd) AD (Adm)	"

Item I - To Confirm the Minutes of the Last Executive Committee
Meeting Held on 19 Dec 95

2.

- (a) With reference to Item IV - Para 6, it was directed that copies of advertisement for four posts be circulated to nearby Zila Sainik Boards, DGR, Engineers and Signals.
- (b) It was decided that record of attendance in Minutes be listed in alphabetical order within distinct groups.
- (c) It was proposed by Lt Gen Balaram and seconded by Vice Adm Chopra that the Minutes be confirmed. The proposal was accepted and Minutes confirmed.

Item II - Proposed Staff Organisation

3. (a) The following new posts were approved for sanction by the Council :-

- (i) Library Asst.
- (ii) Clerk Adm Sec.
- (iii) Hostel Supervisor.
- (iv) Clerk-cum-despatcher Course Sec.

(b) The following new posts were accepted in principle but employment to be done as functional need arises and sanction is obtained from the Executive Committee :-

- (i) Editorial Asst.
- (ii) Computer Op/Clerk for Library.
- (iii) PA to DD (Adm)
- (iv) Accountant.

4. Summary of views expressed on the subject of Staff organisation is given below :-

(a) Lt Gen K Balaram. As a Naval officer is being provided by Naval HQ, there is no requirement of employing another officer as Asst Director (Adm). Ex-servicemen trained in computer should be employed against authorisation of clerks and some of existing clerks should then be replaced/redeployed.

(b) Lt Gen SL Menezes. The two service officers should be shown on the organisation chart. Additional USI officer is not required.

(c) Vice Adm SC Chopra. Service officers keep changing and all of them may not be fully involved. Adm job requires continuity. Additional adm load due to the new facilities and infrastructure definitely requires additional officer on adm side. The discussion should not be individualised. Computerisation will not help in everything, we must take note of work environment and type of personnel existing/available. The organisation chart put up is only a proposal and should be approved, rather than leaving things uncertain, as in any case all personnel proposed are not to be employed from the very beginning. He also advised that the Committee should re-think about giving contracts for the Hostel and catering, as in his experience this would affect the quality of the services, which he felt must be maintained appropriate to the prestige of the Institution. He cited the case of the IIC .. where services were good and no contractors employed.

(d) AVM M Banerji. The maintenance activities and marketing of new facilities justifies a full time officer for Adm Sec. Any slip up on this side could lead to loss of credibility and financial loss, which would take long to repair. Additional service officers coming does not change this situation. Rather than adhocism and repeated discussions, we should clear the proposal.

(e) Air Cmde NB Singh. The Naval officer was meant for conducting training of Naval officers in the Correspondence Courses Section, as recorded in earlier Minutes. However, some additional work could be given to him and computerisation supervision was being thought of. Service officers have long been deputed to the USI but employed only on training side. Additional adm officer is a must due to new infrastructure and facilities at the new location which would have the potential of increasing programme activities manifold and therefore, need adequate administrative support. At the new location the USI had the potential of emerging as one of the best "think tanks" on security issues not only in India but in international fora if adequately supported.

(f) DGMT. In view of settling down period, decision on additional officer should be considered and approved three months after the move to the new location. More detailed justification should be worked out for staff requirements. This was approved.

Item III- To Consider the Accommodation Rules

5. (a) Allotment of subordinate staff quarters was approved for IC Auditorium and electrician.
- (b) Quarters should be allotted after approval of the Executive Committee.
- (c) Lt Gen Balaram suggested earmarking of 4 quarters for servants to foreign NDC Officers, if the latter are given flats.
- (d) If banks are not forthcoming, financial institutions could be approached.

6. The DGMT informed that the Navy and the Air Force were not interested in hiring out flats.

Item IV - Library Rules

7. The DGMT read out the rules prepared by him. After noting various suggestions it was decided to put up a revised draft.

Item V - Any Other Points

8. Computerisation. Lt Gen Balaram gave out his concept and plan. Salient points are at Appendix. After some discussion, the DGMT stated that he would ask ADG(Systems) to examine this. Air Cmde NB Singh stated that DESIDOC during discussion had agreed to provide free training and software for computers in the USI Library.

9. Librarian. Lt Gen Menezes proposed that the present Librarian be replaced. An ex AEC JCO trained in library work could be tried out. Air Cmde NB Singh brought out that experience of working in a research library would be useful. This was approved.

10. Library and Editorial Advisory Sub Committee. Lt Gen Balaram suggested the formation of these sub-committees and that the point be included in the Council Agenda. Vice Adm Chopra brought out that these should be only of advisory nature as the USI Journal must come out in time and authority of the Editor should not be compromised.

11. Vote of Thanks. Lt Gen Balaram proposed a vote of thanks for the Chair. The DGMT thanked the outgoing Executive Committee members.

N B Singh
(N B Singh)
Air Commodore
Offg Director, USI
and
Member Secretary

No.1018/USI/Executive Committee/95
Dated : 9 January 1996.

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Appendix

(Refers to Para 8
of the Minutes)

OUTLINE COMPUTER PLAN SUGGESTED BY LT GEN K BALARAM.

Hardware

1. 3 X PC 486 For Library, Adm Sec, Courses/Research Sec with Hard Disc Drive and Floppy Disk Drive 1.2 MB $5\frac{1}{4}$ ", 2MB $3\frac{3}{4}$ ".
2. 3 X Black and White Monitor.
3. 3 X Heavy Duty Dot Matrix Printer with stencil facility.
(132 columns-1, 80 columns-2)
4. 3 X CVT

Software

5. (a) MS DOS,
- (b) Word Star 4(Professional) with vocabulary.
- (c) D Base 3 + or 4.
- (d) Anti Virus.
- (e) Applications Programme - Readymade or customised accts package

Computerisation

6. Bulk work of data entry to be done on contract. Library computerisation using D Base,

Training

7. Two persons each from Library, Adm and Courses Section to be trained.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE
MEETING HELD AT THE USI AT 1045 HRS
ON 21 MARCH 96

1. The following were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg DGMT and Chairman USI Executive Committee	Chairman
(b) Cmde AS Bajwa DNT	Member
(c) Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd)	"
(d) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	"
(e) Shri J N Dixit, IFS (Retd)	"
(f) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd)	"
(g) Maj Gen DK Palit, VrC (Retd)	"
(h) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Member Secret
(j) Air Cmde N B Singh (Retd) Dy Dir & Editor	In Attendance
(k) Brig G L Sachdeva (Retd) Dy Dir (Adm)	"
(l) Brig YP Dev (Retd) C I	"
(m) Col H B Singh DS (Coord)	"
(n) Col VK Singh, VSM (Retd) Asst Dir (Adm)	"
(o) Cdr PS Dhupia DS (Navy)	"
(p) Shri AK Luthra Chartered Accountant	"

Item I - To Confirm the Minutes of the Last Executive Committee
Meeting Held on 28 Dec 96

2. Director informed that amendments proposed by Lt Gen Balaram had been circulated to the members on 28 Feb 96. AVM M Banerji had indicated that he agreed with the minutes as recorded. Vice Adm Chopra also agreed with this. The Director then read out the minutes. Lt Gen Nambiar proposed that the minutes be confirmed. The proposal was seconded by Maj Gen Palit and adopted by the Committee.

3. It was decided that in future minutes should mainly record the decisions taken at the meeting. Salient points leading to important policy decisions may however be recorded, if required.

Item II - To Appoint Members of Library Advisory Sub-Committee

4. Maj Gen Palit and Lt Gen Bakshi were nominated.

Item III and IV - To Review the Draft Accommodation Rules and proposed Staff Organisation

5. It was decided that a professional management consultancy agency be approached to study the requirement and submit a report. The CA summarised the discussion by stating that the guidelines issued by the Council, the economic viability of the USI in the new premises and the ethos of the Institution should be kept in mind while considering these. The agency tasked by the USI should recommend an organisation keeping in mind the range of activities and new administrative requirements, the cost of manning the organisation and recommend Accommodation Rules to augment income. This would need a detailed interaction between the USI and the agency for the latter to understand our requirement.

6. As suggested by the CA, to retain benefit of income tax exemption, it was decided that the Memorandum of Association of the USI be amended in accordance with the requirement of the Income Tax rules and filed with the Registrar. It should be stated that the USI is a society set up by the Armed Forces of India for the professional betterment and welfare of serving and retired servicemen and their families.

Item V - To Appoint a Finance Sub-Committee

7. The following were nominated :-

(a) Vice Adm S C Chopra	- Chairman
(b) Lt Gen Satish Nambiar	- Member
(c) Shri J N Dixit	- Member
(d) Brig G L Sachdeva	- Secretary

8. The Sub-Committee was asked to forward its report to the Executive Committee through the Director by 30 Apr on the following:-

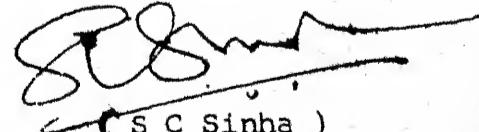
- (a) Accommodation Rules.
- (b) Staff Organisation.
- (c) Pay and Allowances.
- (d) BE 96-97

9. The Sub-Committee will also interact with consultants and take the latter's views into consideration.

Item VI - Any Other Points

10. The Executive Committee accepted the proposal of holding a joint USI-RUSI Seminar to be hosted by the USI. Views of Service HQs are to be obtained by the Director regarding the subject of the Seminar.

11. The Committee was informed that the IDSA were interested in hiring various facilities available at the USI's new campus.


(S C Sinha)
Maj Gen(Retd)
Director, USI

No.1018/USI/Ex-Comm/1/96

Dated 10 April 1996.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE
MEETING HELD AT THE USI AT 1000 H ON
28 JUN 96

May 96 filed
after this.

1. The following were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg D G M T and Chairman Executive Committee	Chairman
(b) AVM RK Malhotra, AVSM, VM Dir Trg(Air)	Member
(c) Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd)	"
(d) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	"
(e) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd)	"
(f) Maj Gen SC Sinha, PVSM (Retd) Director, USI	Member Secretary
(g) Air Cmde NB Singh Dy Dir & Editor	In Attendance
(h) Brig YP Dev (Retd) C I	"
(i) Brig GL Sachdeva (Retd) Dy Dir (Adm)	"
(j) Col VK Singh, VSM (Retd) A D (Adm)	"
(k) Cdr PS Dhupia DS (Navy)	"

Item I - To Confirm the Minutes of the Last Executive Committee
Meeting Held on 21 Mar 96

2. Lt Gen Nambiar proposed that the minutes be confirmed. The proposal was seconded by Lt Gen Bakshi and adopted by the Committee.

Item II - To Consider the Accommodation Rules

3. Draft recommended by the Finance Sub Committee was considered. Sub Paras 11 (c) and 21 (c) were amended to read as under :-

"Any other individuals, including those referred by Government departments, public sector undertakings and academic institutions, provided they are accepted as Temporary Members".

4. It was proposed by Lt Gen Bakshi that the Rules as amended be approved. The proposal was seconded by AVM RK Malhotra and adopted by the Committee. It was also decided that the Rules be circulated to Council members, and that in order not to delay matters, the Director should proceed with the catering and hostel management contract based on the provisions laid down in the Rules as approved by the Executive Committee.

5. Allotment of quarter vide Para 29 of Rules for an officer of the USI staff and vide Para 30 for Caretaker was approved.

Abhilash
H/Gen (Retd)
31 Jul 96

...2

Item III- To Consider the Amendments to Rules and Bye Laws of the USI

6. Amendments recommended by the Finance Sub Committee after consulting the Chartered Accountant and the Legal Advisor, were considered. Vice Admiral Chopra explained the rationale for the amendments. Certain further amendments were discussed. Agreed draft as approved by the Executive Committee is at Appx 'A' attached.

7. It was unanimously decided that this draft be circulated to the Council members for approval before filing with the Registrar of Societies.

8. It was decided that following a USI subscription rates recommended by the Executive Committee, be separately circulated to Council members for approval :-

	<u>Entrance</u>	<u>Annual</u>	
(a) Corporate Members	Rs.1,00,000	Rs.25,000	For a maximum of three representatives. Names to be intimated to USI for acceptance.
(b) Associate Members	Rs. 3,000	Rs. 500	

Item IV - U S I National Security Seminar

9. It was decided as a matter of policy, that the annual USI National Security Seminar and USI National Security Lecture should be exclusively USI functions and not jointly organised with any other body. As such, the proposal of Shri KS Bajpai of Delhi Policy Group was to be politely declined.

Item V - To Consider the Report of the Building Sub Committee

10. This was taken note of. The Director apprised the Committee that during the visit of the Building Sub Committee to the site on 10 Jun 96, after project completion and commencement of handing/taking over, the MD AWHO had intimated that there will be an escalation of Rs.55 lakhs. On 25 Jun 96 it was indicated that this escalation would be Rs.65 lakhs. Official communication is awaited. The Building Sub Committee and the Director USI were taken by surprise at this escalation, particularly because after the financial review of Aug 95, the AWHO had stated that there will be no further major escalation, and as such the USI had not catered for the same. The Executive Committee viewed this development seriously. This will be considered in detail after receipt of formal intimation from the AWHO. It was ruled by the Chairman that the additional amount now being sought by the AWHO, cannot be paid without the approval of the Council.

Item VI - Interim Pay Increase

11. The Executive Committee approved the interim increase of pay for the staff cleared by the Finance Sub Committee.

Mansil
Mansil
PGen (Rtd)
31 Jul 96

12. The Director informed all that a professional firm which was being tasked to review the USI organisation and pay allowances of Staff was not finally given the task as it wanted Rs.50,000 and six months time. The All India Management Association has now been asked to undertake the review and submit recommendations, which will then be considered by the Finance Sub Committee.

Item VII - Contracts

13. The Director apprised the Committee about the Contracts for security and cleaning services already awarded, and the AC/electrical services operation being shortly finalised, with the concurrence of the Finance Sub Committee.

14. Vice Adm Chopra briefed the Committee about the Catering and Hostel management contract being finalised with M/s Lancers' Dynatech Pvt Ltd. Lt Gen Nambiar, member Finance Sub Committee stated that though the firm did not have direct experience in the field previously, from the USI point of view, their offer was found to be more exhaustive and well compiled with an understanding of the requirement. However, when the contract is drafted, due care must be exercised to ensure that the interests of the USI are fully safeguarded.

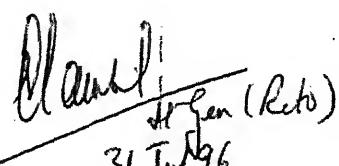
15. The Executive Committee approved the contracts concluded. The DGMT ruled that the Catering and Hostel management contract being a large and important one, must be drawn up with great care, be very specific, and cleared by the Legal Advisor, and institutionalised checks/procedures be inserted to safeguard USI interests.

Item VIII - Any Other Points

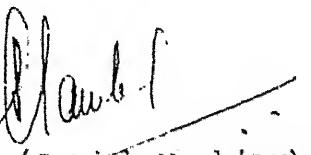
16. Transport for Director Designate. The Director requested the Executive Committee to approve the hiring of a car for transportation of the new Director from NOIDA to the Institution and to attend official engagements; in due course the Director designate would examine the feasibility of using the services of a USI employed driver to run his own car for the above purpose. The request was approved by the Executive Committee.

17. Tea for Staff. Director was asked to look into the aspect of arrangements for these facilities in more detail, taking into account all implications, including using the services of the proposed caterers.

18. Relinquishment/Assumption of Charge as Director. Maj Gen SC Sinha informed all that he will be relinquishing the directorship on 30 Jun 96, and from 01 Jul 96 Lt Gen Satish Nambiar would assume charge. The Chairman, on behalf of the Executive Committee, and the Council, and on his own behalf, expressed gratitude and appreciation for the excellent work done by Maj Gen Sinha with deep commitment in taking the USI to greater heights. He suggested that a befitting farewell function be organised for Maj Gen SC Sinha.


Maj Gen (Retd)
31 Jul 96

No.1018/USI/Ex-Comm/2/96


(Satish Nambiar)
Lt Gen (Retd)
Director USI
and
Member Secretary

SUGGESTED AMENDMENTS IN USI RULES & BYELAWS

Chapter I

I. Para I of the Rule should read as under :-

"Designation"

1. The Institution established by the Armed Forces of the Union, as a non-public fund institution, for the welfare of the past and present members of such forces, or their dependents, shall be called "The United Service Institution of India". It shall be located in Delhi.

II. Para 2 of the Rules should read as under :-

"The objects of the aforesaid Institution shall be as follows:-

(i) Furtherance of interest and knowledge in the art, science and literature of national security, defence strategy and international relations in general, and the Armed Forces in particular.

(ii) The maintenance of a reference and lending library, containing works on national security, defence strategy and other related subjects of professional interest to the Armed Forces, and a reading room with a wide range of periodicals.

(iii) The publication of a Journal, and papers on topics mentioned above.

(iv) Undertake research projects on aspects of national security, defence strategy and other related matters of interest to the Armed Forces in the USI Research Centre, through the Board of Management of the USI Research Centre.

(v) To organise lectures, discussions, seminars, conferences and courses of instructions, including correspondence courses relating to the Armed Forces and national security.

(vi) To maintain close contact and exchange visits with other bodies, both national and international, pursuing similar or allied aims.

(vii) Organise and maintain, as far as possible, limited residential accommodation with messing facilities, cultural and educational amenities, for the members of the Institution participating in the activities of the Institution, and of other bodies with cognate objectives, as well as non-members specially invited to participate in the activities of the Institution.

(viii) To accept gifts, donations and subscriptions of cash and securities and of any property either movable or immovable.

(ix) To invest and deal with funds and moneys of the Institution and to vary, alter or to transpose such investments from time to time.

(x) To sell, mortgage, lease, exchange and otherwise transfer or dispose of, or deal with, all or any property, movable or immovable, of the Institution for the furtherance of the objects of the Institution.

(xi) To construct, maintain, alter, improve or develop any buildings or works necessary or convenient, for the purposes of the Institution.

Chapter II

III. Para 5 and 6 of the Rules should read as under :-

"Honorary Members"

5. Persons of eminence and international repute, interested in national security and matters related to defence of the country, may be invited by the Council to become honorary members of the Institution for a period of three years at a time, if proposed and seconded by at least two members of the Institution in writing, and duly approved by the Council. Such members will be entitled to all the privileges of the Institution (without payment), but will not be required to vote.

"Corporate Members"

6. Representative members upto a maximum of three nominated by name, and accepted by the USI, may be admitted from any organisation, firm or diplomatic mission based in India, making a corporate subscription on terms and conditions laid down by the Council from time to time. Representative members shall have the same rights and privileges, as ordinary members, but shall not have voting rights.

Para 7(a) of the Rules is renumbered as 8 and should read as under :-

"Associate Members"

8. Vice Chancellors and Head of Departments of Defence Studies of universities, military correspondents of Indian newspapers and news agencies, and other distinguished persons associated with the field of national security and related fields, officers of public sector units, academicians, research fellows and media persons, may be enrolled as associate members at rates of subscriptions approved by the Council from time to time. They shall have the same rights and privileges as ordinary members, but shall not have voting rights.

New Para 9 may be added as follows :-

"Temporary Members"

9. Temporary membership may be granted for a period of upto fifteen days, by the Director, USI, as per the guidelines laid down by the Executive Committee in this behalf.

Existing Para 8 onwards may be renumbered as Para 10 and onwards upto 14.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE FINANCE SUB COMMITTEE
MEETING HELD AT THE USI LIBRARY ON
16 MAY 96 AND 21 MAY 96

1. The following were present :-

(a) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd) Chairman
(b) Lt Gen Satish Nambiar, PVSM, AVSM, VRC (Retd) Member
(c) Maj Gen SC Sinha, PVSM (Retd) Director, USI
(d) Brig GL Sachdeva (Retd) Dy Dir (Adm)
(e) Col VK Singh, VSM (Retd) Asst Dir (Adm)

Secretary

In attendance

2. Shri J N Dixit could not be present due to other important engagement.

Item I- To Finalise the Recommendations on the Amendments to Bye Laws

3. The Chairman informed of the consultation held with the Chartered Accountant and Legal Advisor earlier. Approved draft of recommendations is at Appendix 'A' attached.

Item II- To Finalise the Accommodation Rules

4. Finalised Rules are at Appendix 'B' attached

5. Allotment of one Supervisory Staff Quarter to the Caretaker was approved.

Item III- To Finalise the Staff Organisation

6. This was pended till receipt of recommendations by professional consultants.

Item IV- To Approve Pay and Allowances

7. Proposal put up by the staff was cleared and to be implemented wef 01 Jun 96. Details are at Appendix 'C'. It was decided that the staff should be explained that the increase is to be performance linked. Review of scales of pay and allowances was pended till receipt of recommendations by the professional consultants.

Item V- To Approve Security and Cleaning Contracts

8. It was decided to call the shortlisted parties for discussions with the sub-committee on 24 May 96.

Discussed with Mr. Director today, 6 Jun 96 (10.00h) 10% increase of Pay in respect of unemployed pers will be merged with the Pay

(SC Sinha)
Maj Gen (Retd)
Director, USI

No. 1018/USI/Executive Committee/96. 6.6.96
Dated 21 May 96

PROPOSALS FOR INCREASE IN PAY AND ALLOWANCES

RE-EMPLOYED STAFF**

For

Name

Pay H.R.A Total

H.R.A 10% Total
@ 225/- Increase Including
of Pay Increase
Pay

Approved

1.	Shri R C Mittal	2,450/-	Nil	2,450/-	225/-	245/-	2,920/-	Rs. 470/-
2.	Shri SK Dandona	2,300/-	Nil	2,300/-	225/-	230/-	2,755/-	Rs. 455/-
3.	Shri Amar Singh Ghal	1,800/-	Nil	1,800/-	225/-	180/-	2,205/-	Rs. 405/-
4.	Shri Rameshwar Singh	1,800/-	Nil	1,800/-	225/-	180/-	2,205/-	Rs. 405/-
5.	Shri Shiv Prasad	1,450/-	Nil	1,450/-	225/-	145/-	1,820/-	Rs. 370/-
6.	Shri Baldev Singh	1,500/-	Nil	1,500/-	225/-	150/-	2,175/-	Rs. 375/-
7.	Shri IK Sharma	2,000/-	Nil	2,000/-	225/-	200/-	2,425/-	Rs. 425/-
8.	Shri Gurbum Singh	1,300/-	Nil	1,300/-	225/-	180/-	2,205/-	Rs. 405/-
9.	Shri Om Prakash	1,800/-	Nil	1,800/-	225/-	180/-	2,205/-	Rs. 405/-
10.	Shri Balram Singh	1,450/-	Nil	1,450/-	225/-	180/-	2,205/-	Rs. 405/-
11.	Shri OS Sachdeva	2,900/-	Nil	2,900/-	225/-	290/-	3,415/-	Rs. 515/-

**DA is not applicable to Re-employed staff.

PROPOSALS FOR INCREASE IN PAY

APPX 'C'
(Refers to Minutes)

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE
MEETING HELD AT THE USI COMPLEX AT

1030 H ON 21 AUG 96

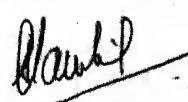
1. The following were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg D G M T. and Chairman Executive Committee	Chairman
(b) AVM RK Malhotra, AVSM, VM Dir Trg (Air)	Member
(c) Cmde A S Bajwa D N T	"
(d) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	"
(e) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secy.
(f) Air Cmde N B Singh (Retd) Dy Dir & Editor	In attendance
(g) Brig YP Dev C I	"
(h) Brig GL Sachdeva (Retd) Dy Dir (Adm)	"
(j) Col H B Singh D S (Coord)	"
(k) Col VK Singh, VSM (Retd) Asst Dir (Adm)	"
(l) Cdr P S Dhupia Asst Dir (P&P)	"

Item I - To Confirm the Minutes of the Last Meeting Held on 28 Jun 96

2. The Director gave a short resume of the progress on the minutes. Vice Adm Chopra suggested that to preclude possible moves to object to the provisions of the proposed Accommodation Rules, it may be useful to lay down that a certain number of such rooms would be set apart for use by research scholars only. The Director clarified that, in any case, rooms would be given to research scholars on priority at the rates laid down, before allowing others to use the same, rather than having them unutilised. The Director also clarified that allocation from the National Defence Fund was asked for and given, for construction of the USI Building complex, and there were no conditions attached in terms of how the Hostel accommodation would be utilised. The Chairman summarised the discussion by stating that as per guidelines issued by the USI Council, economic viability and maintaining the Service character of the USI were important; however it would be prudent to have the Accommodation Rules re-examined by the Legal Advisor and Chartered Accountant, and the Director should re-check the correspondence pertaining to the grants from the National Defence Fund.

3. The Minutes were confirmed - proposed by Vice Adm Chopra and seconded by AVM Malhotra.



Item II - USI National Security Seminar 96

4. It was agreed that the USI could go ahead with the planning and preparation for the Seminar. The Approach Paper and panel of names were generally approved. It was generally agreed that Service Headquarters be asked to propose names of serving personnel to be included on the panel of speakers/discussants. The Director was asked to also consider the names of acknowledged experts in the field of finance, so that the papers and discussion could be wider in scope, and possibly more credible.

Item III - USI National Security Lecture

5. The Director apprised members of the acceptance by Dr APJ Abdul Kalam; programme and dates are being finalised.

Item IV - Employment of Staff

6. The Executive Committee accorded covering sanction for employment of two ex-wervicemen as IC Auditorium and IC Seminar Rooms/Exch, and also approved the appointment of one typist clerk for Adm Section and one Clerk-cum-Computer operator for the Library. It was decided that care should be taken in drafting the appointment letter to ensure that these employees are not treated as permanent till a decision is taken on staff organisation, that will be required to run the USI at the new premises. Periodic "ad-hoc" requests for hiring of staff must not be resorted to.

7. The Director stated that the report received from AIMA has not been satisfactory. The Chairman agreed that an in-house review is likely to be better, and a study by the CDM could be considered later after gaining experience in new location; even so, a previous study by CDM could be used as the base for the in-house review.

Item V - Renting Out of Apartments

8. All Members were unanimously of the view that the USI should not agree to the establishment of any other organisation on the premises; in any case, the apartments should only be hired out for periods of upto eleven months at a time, for residential purposes and only to individuals, not organisations; the rentals should be at prevailing market rates in the area.

Item VI - Inauguration of the New USI Premises

9. In view of the importance of stressing the Armed Forces character of the USI, it was decided that the inauguration of the new premises be done by the Chairman of the Chiefs of Staff Committee in the presence of the other two Chiefs, as was done for the foundation stone laying ceremony.

Item VII - Membership Cards for Life Members

10. It was decided that laminated cards with colour photographs be issued to Life Members, to begin with; and later, other categories could be considered. Cost of cards and lamination may be recovered from individual members.

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Item VIII - Honorarium for Campaign and Biographical Studies

11. Approval was accorded for raising the honorarium for writing campaign and biographical studies for preparatory courses run by the USI for promotion examinations and DSSC/TSC entrance examinations, to Rs.3,000/- and Rs.2,000/- respectively.

Item IX - Purchase of Franking Machine

12. Proposal for purchase of an electronic franking machine of Ascom Hasler (Smile) model with an electronic weighing machine at a cost of Rs.1.25 lakhs was approved.

Item X - Director's Points

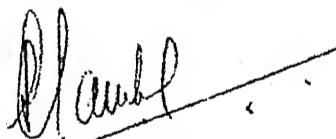
13. Gardening Contract. After some discussion it was decided that maximum bids be obtained for executing the contract for setting up, maintenance and upkeep of the premises from the arboriculture point of view, and the best and most cost effective are be executed.

14. Escalation in Building Cost. The Director briefed the Committee on the building costs escalation of Rs.64.93 lakhs as conveyed formally by the AWHO, and how we propose to contest the escalation. It was suggested that the Director may consult the erstwhile Building Sub Committee and the erstwhile Director before arriving at recommendations on how to proceed in the matter of meeting the escalated cost.

15. Misc. The Director informed the Committee of the conclusion of hostel/catering contract, progress of handing/taking over of the new complex, commencement of audit for 95-96 and schedule of activities in the last days of Aug 96.

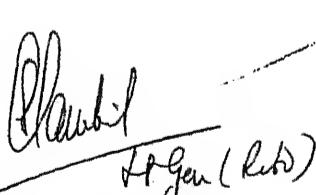
Item XI - Armed Forces Historical Society

16. The DGMT apprised the Committee of a perceived need for establishing an Armed Forces Historical Society, and Army HQ proposal to locate it with the USI. This could be discussed at the next meeting as an agenda point with necessary briefs.


(Satish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

No.1018/USI/E C M-3/96

Dt 27 September 1996.


Lt Gen (Retd)
27 Sep 96

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE U S I EXECUTIVE COMMITTEE
MEETING HELD AT THE USI COMPLEX AT 1000H
ON WEDNESDAY, 30 OCTOBER 96

1. The following were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg D G M T and Chairman Executive Committee	Chairman
(b) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	Member
(c) Maj Gen DK Palit, VrC (Retd)	"
(d) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd)	Member Secretary

Item I To Confirm the Minutes of the Last Meeting Held on 21 Aug 96

2. The progress on the minutes of the last meeting was reviewed, as follows :-

(a) A brief discussion on Para 2 of Item I.
(b) The Executive Committee was apprised that the dates for the USI National Security Seminar were 28 and 29 Nov 96. The Chairman Chiefs of Staff Committee and Chief of the Army Staff, General S Roychowdhury has been requested to deliver the Inaugural Address, and Air Chief Marshal OP Mehra will deliver the Valedictory Address.
(c) The USI National Security Lecture is to be delivered by Dr APJ Abdul Kalam at 1730 hrs on Thursday, 12 December 1996; it was proposed that Prof YK Alagh or Dr K Subrahmanyam, in that order, be requested to preside over the event. (Prof Alagh has since consented to preside).
(d) The members were informed that action for issue of laminated cards to Life Members is being progressed.
(e) The electronic franking machine has been purchased, and the postal licence for the same is awaited.
(f) The members were apprised of the fact that the gardening contract has been entered into; the work was in progress satisfactorily.
(g) The details of the correspondence exchanged with the AWHO on the subject of escalation of building cost was briefly covered by the Director, who also informed the members that he was in correspondence with the Adjutant General, asking for appropriate grants from the Service HQ to meet the escalated cost.

3. The Chairman suggested that the Chiefs of Staff Committee be requested for a firm commitment in this regard as also for the projected purchase of additional equipment for the USI.

4. The Minutes were confirmed; proposed by Vice Adm SC Chopra and seconded by Maj Gen D K Palit.



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Item II - To Consider the Proposal for Establishing the Armed Forces Historical Society at the USI

5. The proposal submitted by Army HQ for the establishment of an Armed Forces Historical Society was discussed in detail. The following points were made during discussion:-

- (a) Though it is an Army proposal at the moment, it was generally agreed that should it be accepted by the Council, the other two Services would in due course join. Maj Gen Palit offered to transfer the Historical Trust Fund which is in his name but at present operated by the Institute for Defence Studies and Analyses, to the Armed Forces Historical Society, should it be established with the USI. He explained the details to the members and also mentioned that he has a similar trust operating in the UK with investment in pounds sterling.
- (b) Various aspects of affiliation to the USI, the need for an arrangement similar to a Board of Management, membership aspects and so on, were discussed at some length.

6. It was decided that Army HQ reframe the proposal in the light of the discussions, and put up a revised proposal incorporating the suggestions that have been made; after which the proposal could be put up for consideration by the Council on the basis of coordination effected between the Offg DGMT and Director, USI.

Item III - To Approve the Agenda for the Council Meeting

7. The Agenda for the USI Council Meeting to be held on 13 Dec 96, was then considered, and approved with some minor modifications, as follows :-

- (a) On the proposed Item VI it was decided that the annual fees in respect of Corporate membership be related to number of individuals nominated by the Corporate/Diplomatic organisations at Rs.8,000/- for the first member, Rs.7,000/- for the second, and Rs.5,000/- for subsequent members.
- (b) On the proposed staff organisation at Item IX, it was suggested that the Assistant Librarian should desirably also have a knowledge of Computer Operating; and the Electrical Supervisor could, besides being advertised for, be registered with the Director General Resettlement for nomination of qualified personnel.
- (c) On selection of subjects and speakers for various events during 1997, after some discussion, the following recommendations were offered for consideration by the Council :-

- (i) National Security Lecture-96. "Integration of Border States in the Mainstream of National Politics"- by a speaker to be nominated; OR "The Genesis of the Insurgency in Jammu and Kashmir, and future prospect"- by General KV Krishna Rao.

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(ii) National Security Seminar-1997. "Challenges to India's Foreign and Defence Policies in the transformed international power equation" OR "The Validity of South Asia as a concept for Regional Cooperation".

(iii) National Security Paper -1997. "Future Conflict - the clash of civilisations; validity of the Huntington thesis and security challenges of this paradigm for India" - by a USI member to be nominated.

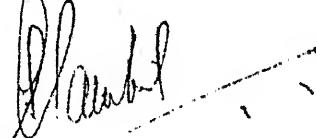
(iv) Gold Medal Essay Competition-1997. "Measures for the working of a National Security Council"/"National Perspective on Information Warfare" AND "India's China Policy - Perspective 2020"/"Connotation of Environment Security - Role for the Armed Forces".

Item IV - Replacement of 75 KVA Generator By 250 KVA Generator

8. The Executive Committee approved the proposal for replacement of the 75 KVA Generator with a 250 KVA Generator.

Item V - Liquor Licence

9. The members of the Executive Committee agreed that operating the liquor bar as part of the restaurant facilities on the premises be subject to proper monitoring and control.



(Satish Nambiar)
Lt Gen (Retd)
Director, USI &
Member Secretary

No.1018/USI/E C M/4/96

Dated 08 November 1996.



UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

HELD AT THE USI AT 1030 H ON TUE, 25 MAR 97

1. The following were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg D G M T and Chairman USI Executive Committee	Chairman
(b) Cmde AS Bajwa D N T	Member
(c) Vice Adm(Retd) SC Chopra, PVSM, AVSM, NM	"
(d) Shri JN Dixit, IFS (Retd)	"
(e) Maj Gen (Retd) DK Palit, VrC	"
(f) Lt Gen(Retd) Satish Nambiar, PVSM, AVSM, VrC Director, USI	Member Secretary

Item I To Confirm the Minutes of the Last Meeting Held on
30 Oct 96

2. The progress on the Minutes of the last meeting was reviewed, as follows :-

(a) The members were informed that issue of laminated cards to Life Members was being implemented.

(b) The postal licence for the Electronic Franking Machine has since been received, and the Machine is in use.

(c) The aspect of escalation of building cost was then discussed, and the members were apprised by the Director that there is no indication yet from the Service Headquarters whether the funds to meet the escalation would be forthcoming. After some discussions, it was suggested by Vice Adm Chopra, and accepted by all the other members present, that a Sub Committee should be formed to examine the aspect of the validity of the claims of additional cost submitted by the AWHO. Only after the recommendations of this Sub-Committee are received, should the USI even consider paying the additional costs even if the funds are forthcoming. It was suggested that Lt Gen(Retd) K Balaram be requested to Chair the Sub-Committee, and Maj Gen RPRC Naidu and Cmde AS Bajwa agreed to try and co-opt a member each from the Works Directorates of the respective Service Headquarters.

(d) The Chairman informed the Committee that the proposal for the Armed Forces Historical Society is under review. The Director apprised the Executive Committee of a

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communication received from the Air Headquarters conveying comments on the earlier proposal, to the effect that it should be tri-Service proposal, and not restricted to the Army. The Chairman requested that a copy of this letter be sent to him.

(e) The Director informed the Committee that the 75 KVA Generator has been replaced with a 250 KVA Generator.

(f) It is expected that the liquor licence for the Restaurant would be operative from Apr 97.

Item II - National Security Lecture 1997 and Col Pyara Lal Memorial Lecture

3. The Director informed the Executive Committee that General KV Krishna Rao has accepted our request to deliver the National Security Lecture 1997 on the subject of "The Genesis of the Insurgency in Jammu and Kashmir and the North East". The Director would be in touch with General Krishna Rao to firm up the dates later in the year. In so far as the Col Pyara Lal Memorial Lecture is concerned, the Director apprised the Executive Committee that Lt Gen EA Vas was approached by Brig Grant in Pune, to speak on the subject of "The Prospects for the North East in Context of the Continuing Insurgencies" or "Internal Security Situation in India" but Lt Gen Vas was insistent that he would only like to speak on the subject of India's Nuclear Stance. After some discussion on the subject, it was felt that this aspect would also be the subject of discussion at the National Security Seminar 1997, and since Lt Gen Vas was not prepared to speak on any other subject, the Director may approach Dr Stephen P Cohen to speak on "The Critical Dimensions of a Possible US Strategic Partnership with India", in context of Dr Cohen's old association with the late Col Pyara Lal.

Item III - Interaction with RUSI

4. After some discussion on the subject of exchange of researchers between the USI and RUSI, and the conduct of a joint Seminar-cum-Conference in the UK sometime in 1998, it was generally felt that before firming up on any approach on the subject, it would be desirable to obtain suggestions from the Director, RUSI, regarding the subject for discussion at the proposed Seminar.

Item IV - Membership

5. It was generally accepted that in so far as the Associate Membership is concerned, where the applications fall under the well-

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defined categories as provided for in the Bye Laws, the Director may exercise his discretion; in case of doubt, it was felt that it may be more appropriate for a Sub-Committee, possibly the Finance Sub Committee, to accept or reject applications so that there is no perception of individual personal preferences being exercised. In case of those whose applications are at the moment pending, they may be asked to submit an indication as to why they wish to become members of the USI, and also forward details of research works or studies they may have undertaken in the past, to reinforce their request for membership of the USI.

Item V - Librarian

6. The Executive Committee endorsed the decision not to employ Mr Arjun Khanna as the Librarian, and to grant an extension of one year upto 28 Feb 98 to Mr OS Sachdeva. In the meanwhile, efforts would continue to secure the services of a qualified ex Serviceman as Assistant Librarian.

Item VI - Contract for Running the Residency and the Restaurant

7. The Director apprised the Executive Committee of details of Income/Expenditure of the Residency and the Restaurant, and the lacuna in certain clauses of the Agreement pertaining to sharing of the proceeds, as they now stand. He also apprised the Committee of the option recommended by the Operator, as also the option suggested to the Operator by the USI, based on the experience gained in running the Residency and the Restaurant over the last six months. After some detailed discussion on the subject, it was agreed that the Director may pursue further discussion with the Operator for revision of the appropriate clauses of the Agreement to the effect that lump sum payments to the extent of Rs.2.50 lakhs

per month be made to the USI by the Operator for the period 1 Mar 97 to 30 Sep 97, and Rs. 4 lakhs per month for the period 01 Oct 97 to 31 Mar 98; this was to be in addition to the electricity charges which are to be paid to the USI separately. (The Operator has since brought to the notice of the USI that this has been a misinterpretation of the amounts for sharing. Whereas the total amount that will be paid to the USI will remain unchanged for the period 01 Apr 97 to 31 Mar 98, the pattern is to be Rs.2.00 lakhs per month for the period 01 Apr 97 to 30 Sep 97 and Rs.4.50 lakhs per month for the period 01 Oct 97 to 31 Mar 98). The Executive Committee also felt that membership charges must be paid separately to the USI, and recorded as such, so that the essential character and ethos of the Institution is not

Extract of DO
dt 25 Apr 97 from
Maj Gen DK Palit
to Director, USI.

Dear Satish,

I refer to the Mins. of the E.C. Meeting of
25 March ult. page 4 Item VII — McG. Medal.

The whole point of ~~the~~^{my} mention of the Depsang
Plains was that that area has never been occupied
by us — but by the Chinese since 1959. Obviously
we could not announce the fact that a McG. medal had
been awarded for an illegal flight over disputed
territory occupied by China!

You need not issue an amendment, but I think
the above needs to be recorded somewhere in case
the Recce Report is ever taken up for assessment
of award.

compromised in any way by the residential arrangements being run by the Operator. For this purpose, the Committee members were even prepared to accept a reduction of the membership rates from Rs.200/- to Rs.100/- per person for a period upto 10 days.

Item VII - Award of MacGregor Medal

8. Recommendation submitted by the Joint Planning Committee for the award of the MacGregor Memorial Medal, to Flt Lt RTS Chhina was considered by the Committee. The main observation in this regard was that the area in which the reconnaissance was undertaken in Oct 96, has already been well traversed and occupied by the Services for many years prior to this reconnaissance. Hence, to establish the credibility of the present recommendation, the Joint Planning Committee should be requested to ascertain whether any Recce Report was submitted after the reconnaissance that was undertaken in the Oct 96, and if so, a copy of the same should be sent to the Executive Committee of the USI for perusal. A question was also raised on the point made in the brief submitted with the recommendations, that the area reconnoitred included the Depsang Plains and the Karakoram Pass. Comments of the Service HQ and the Ministry of Defence, if endorsed, at that time, on this aspect, should also be sent to the USI for consideration.

Item VIII - Any Other Points

9. Additional Seminar Room. The Director sought the approval of the Executive Committee to convert the existing conference room into an additional Seminar Room/Committee Room for hiring out as there was considerable demand for this requirement. The Executive Committee approved the proposal.

10. Leasing of Bank Space. The Director apprised the Executive Committee of the fact that the Bank space under the approach ramp has been leased to Credit Capital Venture Fund Pvt Ltd, a subsidiary of IL and FS Ltd, at a monthly rent of Rs.60,000/- with 7.5% yearly escalation, and three months security, for a contractual period of five years, with a termination clause at one month's notice.

11. War Memorial Book. The Director recalled the discussion that had taken place at the Council meeting on the proposal to compile a War Memorial Book to be placed at an appropriate location within the Col Pyara Lal Memorial Library. Some days after the Council meeting, the Director was able to ascertain that Maj Gen Afsir Karim and Vice Adm KK Nayyar were already working on such a project with funding provided by a Corporate House, and they had



Obtained details of all war casualties from the three Service Headquarters. The Director therefore suggested, that USI may await the completion of this book, to ascertain whether the same would fulfil the requirements suggested by the Council before duplicating the effort that had already gone into preparation of the proposed book by Maj Gen Afsir Karim and Vice Adm KK Nayyar and others. The Director was asked to revert to the Executive Committee after obtaining more details on this aspect.

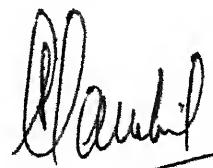
12. Building Adviser. The Director proposed to the Executive Committee that just as we had a Legal Adviser (Col Jagmohan), it was for the Executive Committee to consider the desirability of appointing a Building Adviser to advise the USI on the proper maintenance and care of the premises. The Director apprised the Committee that Col SK Bose, the representative of the architect who had designed this building, has expressed his willingness to serve in this capacity at a nominal remuneration of Rs.1,000/- per month, which is the same as given to the Legal Adviser. The members of the Executive Committee while endorsing the proposal, suggested that the charter of his duties be drawn up, and he be also included in the Sub-Committee that is intended to be formed to examine the aspect of escalation of costs of construction.

13. Fifth Apartment. On a query raised by Vice Adm Chopra, the Director informed the Executive Committee that the USI had not yet been able to hire out the fifth apartment in the Apartment Block, due to the concerns of possible non-vacation by long-term lessors. The purpose of exploring direct hiring out, was so that income from the same would directly accrue to the USI. However, in view of the problems involved and the fact that the apartment continues to remain vacant as a result, after some discussion, the Executive Committee endorsed Vice Adm Chopra's suggestion that this apartment be also made available to the Operator running the Residency on condition that an additional amount of Rs.25,000/- per month be paid to the USI, should a decision be taken to revise the clauses pertaining to sharing of income, on a fixed amount basis (Paragraph 7 above refers.).

14. Computerisation. The Director apprised the Committee of the proposal for computerisation of the USI commencing with basic requirement of computers in the Library, Courses Section,

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Administrative Section and the Editorial Section (laptop model), with a server and a couple of printers. He also recommended the acquisition of an LCD Projection system for the Auditorium/Seminar Room 1. The Executive Committee endorsed the proposal in principle, but suggested that competitive rates for this purpose be obtained from the market before finalisation of purchases.



(Satish Nambiar)
Lt Gen (Retd)
Director, U S I and
Member Secretary

File No.1018/USI/ECM-1/97
Dated : 11 April 1997

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE
MEETING HELD AT THE USI AT 1030 HRS ON
FRIDAY, 11 JULY 1997

1. The following were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM
Offg D G M T and Chairman USI Executive Committee Chairman
(b) Cmde AS Bajwa
D N T "

(c) AVM A Vikram Pethia, Vrc
Dir Trg (Air) "

(d) Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd) "

(e) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd) "

(f) Lt Gen Satish Nambiar, PVSM, AVSM, Vrc
Director, USI (Retd) Member Secretary

Item I - To Confirm the Minutes of the Last Meeting Held on 25 Mar 97

2. The progress on the Minutes of the last meeting was reviewed, as follows :-

(a) Escalation in Building Cost. As decided by the Committee at its last meeting, Lt Gen K Balaram, PVSM, was requested by the Director to undertake a check of the escalation costs to determine that the projections are in fact valid. Lt Gen Balaram checked all the papers and had interaction with the MD AWHO. He has reported that the escalation figures are genuine and cannot be reduced any further; the USI will therefore need to pay the amount. He also met the Adjutant General and after some discussion, secured an undertaking from him, that provided the USI does not make any demands for funds for equipment for the next two financial years, the Service Headquarters would meet the balance that needs to be paid to AWHO, namely Rs.45 lakhs in two instalments directly. This may be agreed to. In the meanwhile, the Director had written to the Prime Minister setting out the requirement and asking for a final grant from the National Defence Fund; this

request was also separately endorsed by the Chief of the Army Staff in a letter from him to the Prime Minister. We are given to understand the case is under examination at various levels.

(b) Armed Forces Historical Society. The Chairman informed the Committee that interaction with the other two Service HQ had taken place, and a proposal was being finalised for setting up the Society to initially cover the Army's requirements, and in due course, the other two Services would also be involved.

(c) Colonel Pyara Lal Memorial Lecture. In accordance with the decision taken at the last meeting, an approach had been made to Dr Stephen P Cohen; who has since confirmed. The talk has been scheduled for 1830 hrs 19 Sep 97. Late Col Pyara Lal's brother Shri SL Agarwal, has been informed.

(d) Interaction with RUSI. Director RUSI has been asked to indicate the exact nature and scope of the interaction between the two Institutions, suggested by him.

(e) Additional Seminar Room. The Director apprised the Committee of the quotations received for work to be undertaken on the additional seminar room approved at the last meeting. On his recommendations, the Executive Committee approved the quotations submitted by Ge Ge M Decorators for approximately Rs.1.25 lakhs, which would exclude carpeting and audio fittings for the present.

(f) War Memorial Book. Contact has been established with Vice Admiral KK Nayyar and Maj Gen Afsir Karim who have stated that the publication on Indian Armed Forces War Dead . . . is in the final stages of printing, and would be ready for release by the Prime Minister in end September; it apparently has a foreword by the present COAS. It may be prudent to await the release of this book to see whether it would meet the requirements we are interested in; and if so, purchase it for appropriate display in the Library.

(g) Building Adviser. The Executive Committee approved the appointment of Col SK Bose as the Building Adviser at a remuneration of Rs.1,000/- per month, and asked the Director

to draw up a charter of duties that ensures his availability to the USI for advice on a regular basis.

3. The minutes were then approved by the Committee; proposed by Vice Adm SC Chopra, PVSM, AVSM, NM (Retd) and seconded by Lt Gen ZC Bakshi, PVSM, MVC, VrC, VSM (Retd).

Item II - DRDO Research Chair

4. The Executive Committee recorded its formal acceptance of the offer made by the DRDO for an amount of Rs.10 lacs for setting up a Chair at the USI Centre for Research, to be known as the "Prof DS Kothari DRDO Chair". Members of the Committee expressed a view that the DRDO could also be requested to provide expertise and equipment for modernisation of facilities at the USI.

Item III - Proposal Pertaining to Admiral SM Nanda

5. The Executive Committee accepted in principle, the suggestion to institute an Annual Essay Competition to record Admiral SM Nanda's commitment to the USI. Further details could be worked out by the Director on receipt of a formal communication in this regard.

Item IV - Mac Gregor Medal

6. After some detailed consideration of this aspect as discussed at Item VII of the previous Executive Committee Meeting, and in the light of further examination of the rules pertaining to the award of MacGregor Medal, there was a unanimous view that the USI should revert to its earlier selectivity in regard to the award of this prestigious medal; in that it should only be for some outstanding military reconnaissance, or other such activities that contribute to the national cause as such. In so far as the Joint Planning Committee recommendation for the award of the MacGregor Medal to Flt Lt RTS Chhinna was concerned, it was decided that a Sub Committee comprising Maj Gen DK Palit, Lt Gen ZC Bakshi, Vice Admiral SC Chopra and Air Vice Marshal A Vikram Pethia, would study the recommendations in greater detail, and submit a report for consideration at the next meeting of the Executive Committee.

Item V - Proposed Visit of a Chinese Delegation in Feb 98

7. The involvement of the USI in the proposed visit of the Chinese delegation in Feb 1998 in conjunction with the Institute for

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Peace and Conflict Studies, and the Delhi Policy Group, was, after some discussion, approved in principle. However, there was unanimity that acceptance of sharing of cost of such visits would be contingent upon reciprocal facilities being accorded to members of the USI as and when return visits take place.

Item VI - Interaction with Foreign Institutions

8. The aspect of interaction of the USI with a foreign institutions, as also other institutions in our own country, was discussed at some length. The proposal of the Director to submit an appropriate draft paper on the subject for consideration in the next meeting was accepted. It was generally felt that greater interaction should be ensured with neighbouring and regional countries rather than with bodies from the Western countries. Furthermore, its essential that USI as a body be involved in such interaction, to the extent that expertise of the membership is fully exploited.

Item VII - Pay and Allowances

9. The recommendations put up by the Finance Sub Committee were studied and discussed at some length. Approved scales to be effective from 01 Apr 97 are given at Appx 'A' attached.

Item VIII- Director's Points

10. Interaction with the CII. The Director apprised the Committee of the proposal by the CII for a joint seminar/conference in Feb/Mar 1998 in regard to the "Involvement of Private Sector in the Defence effort in the 21st Century"; the Committee accorded broad approval to this interaction.

11. USI Engagements. The Executive Committee was informed that in view of the increased postage rates and the fact that notices pertaining to the events were not reaching members on time, it has been decided to organise events regularly on the second and fourth Wednesdays of each month; the forecast of events upto Oct 97 has been enclosed with the copies of the latest USI Journal that are under despatch. Notices pertaining to additional events will be despatched by fax (to those members who have such facility), and by post to other members in the normal manner.

12. Contracts. The Committee was informed of the renewal of House Keeping Contract with 7.5% escalation, and security contract on existing terms, for another year each.

13. Display of Donated Books.. To enable better access to the books donated by some of our members to the USI Library, it is proposed to locate these books in the respective sections, while acknowledging presentation by appropriate entries in an Album that would be displayed at a prominent place in the Library. Each of these books should have a label containing the endorsement that it had been presented to the USI Library by the member concerned.

14. Briefing of Chiefs of Staff Committee. The Director apprised the Executive Committee that he had availed of an opportunity to brief the Chiefs of Staff Committee on 09 Jun 97 on better utilisation of the facilities of the USI. The Service Chiefs were fully receptive to the suggestions made and have given directions to the respective staff to pursue details where applicable. Some suggestions are as follows :-

- (a) Nomination of serving officers for research with two years study leave; to be pursued with JNU/DU for Ph D/M Phil.
- (b) Courses for Defence Attaches.
- (c) Brain storming sessions.
- (d) Formal interaction with the retired fraternity.
- (e) Contact programme for Correspondence Courses.

15. Enrolment of Members. The Director apprised the Committee of the large numbers seeking life membership of the Institution, and gave out facts and figures pertaining to membership admission since Oct 96. There was a general consensus that some degree of further selectivity would need to be introduced in order to ensure that the Institution retains its current ethos. The Director was asked to put up proposal at the next meeting for further submission to the Council for consideration. In this context, the Director also conveyed to the Committee that the since Corporate Membership had been provided for in so far as diplomatic missions are concerned, he proposed to limit the use of the USI facilities to only those missions who take up membership, or under very exceptional circumstances.



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16. Automatic Exchange for the Residency. In view of the fact that the non-availability of Zero dialling facility in the hostel rooms was being viewed as a negative factor for occupancy, and the fact that no billing arrangements were feasible through our present automatic exchange, the Executive Committee accepted the Director's recommendations that an EPBAX exchange be established in the Residency complex for exclusive use of those who stay in the Apartments/Rooms.



(Satish Nambiar)
Lt Gen (Retd)
Director, USI &
Member Secretary

Ref : 1018/USI/ E C M/97

Dated 25 Jul 97.

5.

APPROVED SCALES OF PAY AND ALLOWANCES
FOR USI STAFF WEF 01 APR 1997

Scales of Pay

1. Scale 1. 1700-20-1900-EB-30-2200-EB-45-2425.
2. Scale 2. 2050-30-2350-EB-45-2800-EB-70-3150.
3. Scale 3. 2400-40-2800-EB-60-3400-EB-90-3850.
4. Scale 4. 2850-50-3350-EB-75-4100-EB-110-4650.
5. Scale 5. 3350-60-3950-EB-90-4850-EB-135-5525.
6. Scale 6. 3750. Fixed.
7. Scale 7. 5750. Fixed.
8. Scale 8. 6750. Fixed.
9. Scale 9. 15000. Fixed.

Allocation of Scales to Staff

10. Administrative Staff.
 - (a) Peon. Scale 1.
 - (b) Junior Clerk. Scale 2.
 - (c) Senior Clerk/Stenographer. Scale 3.
 - (d) Accountant and Superintendents Course/Adm Sectiōns. Scale 4.
 - (e) Editorial Assistant, Senior Accountant and Caretaker. Scale 5.
11. Technical Staff.
 - (a) IC Auditorium/Seminar Rooms/Exchange. Scale 3.
 - (b) Electrical Supervisor. Scale 4.
12. Library Staff.
 - (a) Library Attendant. Scale 2.
 - (b) Library Assitant. Scale 3.
 - (c) Senior Library Assistant. Scale 4.
 - (d) Assistant Librarian/Research Assistant. Scale 5.

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13. Officers.

- (a) Librarian (When Upgraded). Scale 6.
- (b) Dy Dir (Adm) and CI. Scale 7.
- (c) Dy Dir and Editor. Scale 8.
- (d) Director. Scale 9.

Allowances

14. House Rent Allowance. 10% of basic pay. Not admissible to officers

15. Medical Allowance. Rs. 100/= pm. Not applicable to officers.

16. Transport Allowance.

- (a) Director. Transport to be provided by USI.
- (b) Other Officers. Rs. 2000/= pm.
- (c) Other Staff. Rs. 150/= pm.

17. Telephone Allowance.

- (a) Director. Actuals, subject to a maximum of Rs. 750/= pm.
- (b) Other Officers. Rs. 250/= pm.

18. Entertainment Allowance. Rs. 500/= pm for Director only.

19. Dearness Allowance.

- (a) Yearly increase will be 75% of increase given by the Central Government to its employees during the preceding 12 months ending 31 Mar as applicable for Scales 1 to 5.
- (b) Increase to be given from 1 Apr each year, commencing 1 Apr 98.
- (c) No DA will be admissible till 31 Mar 98 after fixing pay in new scales.
- (d) Not applicable to officers and re-employed govt of India ~~prisoners~~

Pay Fixation

20. (a) Pay in new scale to be fixed at the first step above current pay plus DA as on 1 Apr 97.

(b) Emoluments in new scales to be adjusted by upgrading fixation where necessary to ensure present interse position is not disturbed drastically.

Date of Implementation

21. Effective 1 Apr 97.

Qualifications

22. As given in Annexure. 

Annexure to Appendix
(Revision of Pay & Allowances)

QUALIFICATIONS - STAFF BELOW OFFICERS LEVEL(FUTURE
EMPLOYMENT)

1. Scale 1.

Peon - Matric

2. Scale 2.

(a) Junior Clerk - Intermediate with computer capability.

(b) Library Attendant - Intermediate with library certificate or experience.

3. Scale 3.

(a) Sr Clerk - Graduate with computer capability or Jr Clerk with 10 year service.

(b) Steno Clerk - Graduate with typing, shorthand and computer capability.

(c) Lib Asst - B.Lib, computer capability.

(d) IC Auditorium/
Seminar Rooms - ITI certificate in audio and 5 years experience or NK equivalent having dealt with audio systems.

4. Scale 4.

(a) Accountant - SAS or B.Com with 5 years experience and computer capability.

(b) Supdt Course/Adm
Section - Sr Clerk with 10 years experience JCO equivalent.

(c) Sr Lib Asst - B.Lib with 10 years experience, or M.Lib both with computer capability.

(d) Electrical Supervisor - Diploma in electrical engineering.

5. Scale 5.

(a) Asst Librarian - M.Lib, or B.Lib with 12 years experience. Computer capability.

(b) Editorial Asst - Post Graduate (English literature) Computer capability.

(c) Research Asst - M.Phil (Pol Sc/International Relat Preference to Ph D.

(d) Sr Accountant - SAS or Acctn with 10 years service computer capability.

(e) Caretaker - Diploma in building/plant maint and similar experience of 10 years. Preference to those qualified in security and fire fighting courses

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UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT THE USI AT 1100 H ON 17 OCT 1997

1. The following members were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg D G M T	Chairman
(b) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	Member
(c) Shri JN Dixit, IFS (Retd)	"
(d) Maj Gen DK Palit, VrC (Retd)	"
(e) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director	Member Secretary

Item I - To Confirm the Minutes of the Last Meeting Held on 11 Jul 1997

2. The progress on the minutes of the last meeting was reviewed as follows:

(a) **Escalation in Building Costs**. The Director apprised the members that an amount of Rs.60 lacs has been received from the Prime Minister's office in response to the request made. The Chief of the Army Staff had also made an allocation of Rs 30 lacs from Army HQ funds towards the same purpose. As such, all outstanding dues on account of construction costs including escalation, have been cleared with the Army Welfare Housing Organisation, less Rs One lakh which has been retained subject to receipt of completed documentation from the AWHO. Naval HQ have given an assurance that they would provide Rs Five 5 lacs towards this account. There has been no favourable response, however, from Air HQ. -

(b) **Armed Forces Historical Society**. The detailed proposal on the subject is awaited.

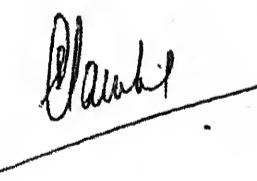
(c) **Col Pyara Lal Memorial Lecture**. The memorial lecture was delivered by Dr Stephen P Cohen and attended by late Col Pyara Lal's brother, other family members and some of his close friends. It is a matter of satisfaction that the lecture was well attended and received.

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(d) **Interaction with RUSI.** The Director apprised the members of his recent interaction in London with the Director RUSI on the subject of a joint Seminar in London sometime in 1998. The RUSI is apparently making efforts in this regard but are not yet assured of being able to raise the necessary funds for the purpose. In so far as the Director RUSI proposal for exchange of research scholars is concerned, here again there appears to be some problems for the RUSI to generate necessary funds for sending a scholar to India. There had been a suggestion from the British Defence Adviser in New Delhi that he could try and arrange for some funds to sponsor an attachment by a research scholar deputed by the USI of India to RUSI. In this context, the Director proposed that we should not accept such deputation with funding from the UK Foreign Office or other agencies; should we in due course consider on exchange of research scholars desirable, we should be prepared to fund it ourselves. There was complete unanimity on this proposal and as such this aspect is only to be pursued if the USI considers it necessary and at an appropriate time.

(e) **Additional Seminar Room.** Since the meeting was being held in the new Seminar Room that had been designed and equipped, the members were apprised that it is being reasonably well used by various corporate houses and agencies on hire. Provision of audio facilities and carpeting may be undertaken in due course.

(f) **War Memorial Book.** The publication on the Indian Armed Forces War Dead being brought out by Vice Adm KK Nayyar and Maj Gen Afsir Karim is apparently to be released on 20 Oct 1997. After some discussion on the subject, it was agreed that whereas we may purchase a copy of the book for the Library, we should examine the manner in which the details that have been collated in the book could be extracted and displayed as a tribute to the War Dead of the Indian Armed Forces, in the USI. It was suggested that some advice from people who have competence in this aspect may be obtained and a decision can be taken in due course on how this aspect is to be pursued.



(g) Building Adviser. The Director apprised the members that Col SK Bose has been appointed as Building Adviser at a remuneration of Rs.1,000 per month w e f 01 Aug 1997, and he is functional.

(h) DRDO Chair. An amount of Rs 10 lacs has been received from the DRDO for institution of the Prof DS Kothari DRDO Chair. The Board of Management at its meeting on 16 Oct 1997 has already considered nomination of a scholar to undertake research under the aegis of this Chair.

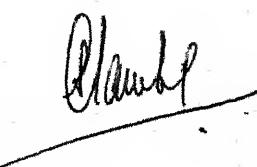
(i) Proposal Pertaining to Admiral SM Nanda. No further details have been received in this regard and therefore no action needs to be pursued at this stage.

(k) MacGregor Medal. This subject is being discussed as an item on the agenda of the proposed Council Meeting. In so far as the award of the medal to Flt Lt RTS Chhina is concerned, the Sub-Committee comprising Maj Gen DK Palit, Lt Gen ZC Bakshi, Vice Adm SC Chopra and AVM A Vikram Pethia has yet to convene, study the recommendations and submit its report.

(l) Proposed Visit of a Chinese Delegation in February 1998. There has been no further communication on the subject of a possible visit by a Chinese delegation in Feb 1998; hence no action is required.

(m) Interaction with Foreign Institutions. A proposal on the subject has been included as an item on the agenda for discussion at the Council Meeting.

(n) Pay and Allowances. Scales of pay and allowances as approved by the Executive Committee have been instituted with retrospective effect from 01 Apr 1997. There were some representations in this regard by some individuals who felt aggrieved at the fixations decided upon. However, these have been considered by the Director, Dy Director and Dy Director(Adm), as also by the Finance Sub Committee, and found to be without merit for any changes to be effected. The individuals have been informed accordingly.



(o) Interaction with CII. There has been no further communication from the CII and hence no action needs to be pursued.

(p) USI Engagements. Members were apprised that in view of the increase in postage rates, and the fact that the number of local members has risen to approximately 2000, printed forecast of events on a quarterly basis, is being enclosed with the copies of the journals that are sent to members. Only in the case of additional events will a notice be sent by post or fax.

(q) Enrolment of Members. A proposal on this aspect has been included as an agenda point for the Council Meeting.

(r) Automatic Exchange for the Residency. This is being installed and should relieve the load at the residential complex.

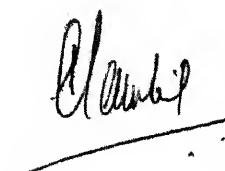
3. The Minutes were then unanimously approved.

Item II - To Approve the Enhancement of Honorarium of Legal Adviser

4. The Committee approved the enhancement of the honorarium of the Legal Adviser, Col (Dr) Jagmohan to Rs.1,500/- per month, with effect from the payment to be made on 01 Nov 1997.

Item III- To Approve the Work of Fly Proofing in Residential Accommodation and Restaurant

5. The Committee approved the proposed work on fly proofing in the residential accommodation and restaurant at an estimated cost of approximately Rs.1,30,000 . While on the subject, members suggested that it may be prudent to earmark a set percentage of the cost of the Premises as part of the annual budget so that such work may be undertaken on an "as required" basis. However, the Director's suggestion that notwithstanding such a provision, it would be desirable to continue the present arrangements of seeking the Executive Committee's endorsement of such expenditure on major works, was accepted.



Item IV – Revision of Course Fees and DS Remuneration

6. The proposal submitted in regard to revision of course fee and DS remuneration was considered by the Executive Committee. After some detailed discussion on the subject, the rates as given at Appendix 'A' attached, were approved.

Item V - To Approve Cable Upgradation for Apartment and Hostel Blocks

7. The Committee approved the work for cable upgradation for the apartments and hostel blocks at an estimated cost of Rs.1,30,000 approximately. It was however suggested by Shri JN Dixit that the type of wire used should be of a high quality and that the Building Adviser should be consulted in this regard.

Item VI – To Approve the Agenda for the Council Meeting to be Held on 11 and 12 Dec 1997

8. The Executive Committee considered the draft agenda together with the Accounts for 1996-97, the Revised Estimates for 1997-98 and the Budget Estimate for 1998-99. There were no observations on the Accounts for 1996-97, the Revised Estimates for 1997-98 and the Budget Estimates for 1998-99 other than mention that the Audit Report and comments would need perusal. The Agenda for the Council Meeting on 11 and 12 Dec 1997, was then finalised.

Item VII – Any Other Points

9. **Contracts.** The Director apprised the Executive Committee members of the fact that various contracts have been entered into for annual maintenance of equipment like AC plants, PA equipment, electrical services, generator, lift and so on. A contract had also been entered into for pest control arrangements. On a query it was also confirmed that insurance of the building and all property had been done.

10. **Capitalisation of Expenditure by Lancers Dynatech Pvt Ltd.** The Director apprised the members of the fact that Lancers Dynatech had incurred considerable capital expenditure well beyond what was initially projected during negotiation of the contract. Whereas the USI is awaiting details, it has been made clear that the capitalisation amount will not be allowed to exceed the agreed limits. This aspect will require some detailed examination by the Finance Sub Committee in due course.



11. **Liquor Bar for the Restaurant.** Some discussion took place on the subject of the proposed liquor bar for the restaurant being run on the premises, and the excise licence that is required for the purpose. The Director apprised the members that in view of the fact that he did not have direct control over the running of the restaurant and the liquor bar, he had reservations about associating the USI directly with the issue of the liquor licence in so far as signing an affidavit is concerned. In this context, he had also held discussions with the Legal Adviser who has opined that the USI should not accept legal responsibility in regard to the issue of a liquor licence. However, this aspect will be discussed in more detail after considering various implications, and brought up again as an additional point for discussion at the Council Meeting.

12. **Joint Organisation of a Conference with Oxford Research Group.** The Director apprised the Executive Committee of the proposal made by an organisation in UK, called the Oxford Research Group, to hold an international conference in India in early March 1998 on the subject of 'Elimination of Nuclear Weapons and associated issues'. The group has approached the USI for co-sponsoring without any significant financial commitments to the USI. Primarily the USI's commitments may include provision of accommodation at the USI premises for a few persons arriving from abroad for a night on the way in and to the proposed conference site at Neemrana, and possibly on the way out after the Conference. The inaugural and valedictory functions are intended to be held at the USI to enable larger numbers to attend. After some discussion, it was agreed that this cooperative venture may be pursued as it would be in the interests of the image of the USI, as also in allowing some of its members to participate in the Conference. The Director informed the members that in so far as the credibility and standing of the organisation is concerned, he had consulted the Ministry of External Affairs who have not only given the organisation clearance, but have encouraged the venture.



13. **Memento/Tie.** The members of the Executive Committee agreed with the suggestion that was made for the procurement of a well-designed USI memento for presentation to visitors to the USI. It was also proposed that a USI tie may be instituted using the USI logo against an appropriate background. The Committee asked the Director to put up designs for approval at the Council Meeting.

14. **Electronic Attendance Machine.** The Executive Committee endorsed the recommendation of the Director for the purchase of an Electronic Attendance Recording Machine for the USI to ensure punctuality of attendance by the staff, since almost a year and a half has now been allowed for adjustments of transport arrangements consequent to the move from Rajaji Marg to the new premises.



(S. Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

No. 1018/USI/ECM/97

Dated 29 Oct 1997.

Appendix A
(Refers to Para 6 of Minutes of
Executive Committee Meeting
Held on 17 Oct 97)

REVISION OF COURSE FEES AND DS REMUNERATION

1. Rates given in succeeding paragraphs were approved.

2. Course Fees.

<u>Courses</u>	<u>Subjects</u>	<u>Existing</u>	<u>Recommended</u>	<u>Effective</u>
		<u>Per</u>	<u>Total</u>	<u>From</u>
(a) DSSC(Army)	5	Rs 200/=	Rs 900/=	275/= 1200/= Nov 98
(b) TSC	3	Rs 200/=	Rs 500/=	275/= 750/= Nov 98
(c) DSSC(Navy)	1	Rs 275/=	Rs 275/=	350/= 350/= Jan 99
(d) DSSC(AF)	2	Rs 250/=	Rs 450/=	325/= 600/= Jan 99
(e) Part D	5	Rs 150/=	Rs 700/=	225/= 1000/= Jun 98
(f) Part B	4	Rs 125/=	Rs 450/=	175/= 600/= Sep 98

3. DS Remuneration for Setting Test Papers/Answers (per paper).

	<u>Existing</u>	<u>Recommended</u>
(a) Part B	Rs 500/=	Rs 600/=
(b) Part D	Rs 500/=	Rs 600/=
(c) DSSC(Army)/TSC	Rs 600/=	Rs 700/=
(d) DSSC(AF)	Rs 600/=	Rs 700/=
(e) DSSC(N)	Rs 600/=	Rs 700/=

4. DS Remuneration for Correction of Answer Books.

	<u>Existing</u>	<u>Recommended</u>
(a) Part B	Rs 10/=	Rs 15/=
(b) Part D	Rs 13/=	Rs 20/=
(c) DSSC/TSC	Rs 15/=	Rs 25/=
include DSSC(N) & (AF)	Tac B Rs 18/=	Tac B Rs 30/=

5. DS Remuneration for Writing of Pamphlets.

	<u>Existing</u>	<u>Recommended</u>
(a) International Scene	Rs 200/=	Rs 600/=
(b) Domestic Scene	Rs 400/=	Rs 600/=
(c) Precis Revision	Rs 600/=	Rs 750/=

Chairman

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD

AT THE USI AT 1100 H ON 26 MAR 1998

1. The following members were present :-

(a) Maj Gen RPRC Naidu, AVSM, VSM Offg D G M T	Chairman
(b) AVM A Vikram Pethia, VRC Dir Trg (Air)	Member
(c) Vice Adm SC Chopra, PVSM, AVSM, NM (Retd)	"
(d) Shri JN Dixit, IFS (Retd)	"
(e) Maj Gen DK Palit, VrC (Retd)	"
(f) Lt Gen Satish Nambiar, PVSM, AVSM, VrC Director	Member Secretary (Retd)

Item - I - To Confirm the Minutes of the Last Meeting Held on
17 Oct 1997

2. The progress on the minutes of the last meeting was reviewed as follows :-

(a) Escalation in Building Costs. The Director apprised the members that all dues on account of construction of the premises have been cleared with the Army Welfare Housing Organisation. On the subject of contributions from Naval and Air HQ, it was unanimously endorsed that both Headquarters should be requested to match the contribution made by Army HQ to the extent of the accepted percentage norms.

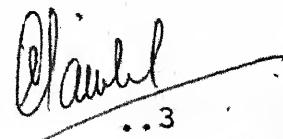
(b) Interaction with CII. On a query raised by the Chairman, it was clarified that since there had been no further communication from the CII on the subject of interaction, the matter had not been pursued.

Chairman

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(c) Revision of Course Fees and DS Remuneration. Vice Adm SC Chopra mentioned that he had been apprised by the erstwhile DNT that students who had registered for courses earlier had been asked to pay revised membership fees. It was clarified by the Director that in accordance with the decision taken at the Council Meeting on 11 Dec 97, where students have registered for courses prior to 31 Dec 97, even if their cheques or postal orders had arrived after the date, they were registered as members at the old rates. In so far as the course fees are concerned, specific dates for revision have been laid down, and it needs to be pointed out that the earliest revision was effective for the Promotion Examination Part 'D' commencing in June 1998. The members requested Vice Adm SC Chopra to apprise the Director in case of specific instances where any request for enrolment for a course had been erroneously dealt with.

(d) Joint Consultative Conference with Oxford Research Group. The Director apprised the Executive Committee of the successful outcome of the international conference held in Delhi/Neemrana in association with the Oxford Research Group on the subject of "Global Security and Nuclear Disarmament" from 02-06 March 1998. While on this subject, Vice Adm SC Chopra made a point that he has apparently repeatedly stressed in the past also, that attendance at events organised by the USI should be as broad based as possible to ensure maximum participation by members, and that there should be no element of exclusivity in such attendance. He further suggested that to allow greater expression of views by members, more of them should be given the opportunity to chair events conducted at the USI. While the view expressed by Vice Adm SC Chopra was generally endorsed, the point was also made that a number of meetings and discussions had to be with smaller numbers, either because of the subject matter itself, the request of participants seeking such inter-


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action, or short notice for such events. In so far as chairing of events was concerned, care needed to be exercised that the opportunity was not used by persons so nominated to either launch on lengthy exposition of their own views, or to castigate the guest speaker.

3. The Minutes were then unanimously approved .

Item II - To Approve Enhanced Cost of Fly Proofing

4. The Executive Committee was apprised that whereas at the meeting held on 17 Oct 1997 it had approved the work of fly proofing at a cost of Rs.1,30,000/-, erroneously only the measurements of the windows were taken into account, and the requirement for doors had been inadvertently left out. Inclusion of the requirement for doors, as also requirement to do preventive painting of the wire mesh, had resulted in a total bill of Rs.3,03,308. Since this amount was well within the over-all estimates for 1997-98, the Executive Committee accorded covering sanction for the expenditure incurred, namely Rs.3,03,308/-; proposed by Vice Adm SC Chopra, and seconded by AVM A Vikram Pethia.

Item III- Purchase of Air Conditioners

5. Installation of air conditioners for the offices of the Dy Dir & Editor, Dy Dir (Adm), A D (P&P) and DS (Coord) was approved. In so far as the installation of air conditioners for Seminar Rooms 1 and 2 are concerned, the Committee directed that the proposal be reviewed in context of actual expenditure during the current summer, to assess comparative costs and recurring expenditure. The requirement could be re-submitted at a subsequent date for consideration.

Item IV - Authorisation of Electrical Staff

6. The Committee was not in favour of taking Electrical Staff on the permanent establishment of the USI. The general view was

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that Electrical services should continue to be run on a contract basis; and should the present contractor pose any difficulties, a contract should be entered into with some other agency.

Item V - To Consider the Applications for Membership

7. With the following two exceptions, all other applications received from 01 Jan 1998 to date, were approved by the Committee :-

- (a) Dr Srivastava, Ex DG Central Stats Org
- (b) Shri Harsh Bardhan, IRS.

Item VI - RUSI Proposal

8. The Director's recommendations that the USI accept the proposed donation of books worth Rs.60,000/- from the RUSI was accepted; it was suggested that some members may be consulted in regard to the books that are to be purchased within this donation.

Item VII - Despatch of Books by Civil Post or SDS

9. It was clarified that the USI is not officially authorised to use the SDS; in fact, the SDS office does not accept even USI Journals by registered SDS, and as such would not accept library books for despatch.. However, after some discussion, it was decided that the USI would disseminate to all its members, a suggestion that should members wish to have library books sent to them by civil post, this could be arranged, provided they pay by bank draft/postal orders, a security deposit of Rs.1,000/- per book, and accept liability in case of loss of the book, to the extent of deduction of its cost from the security deposit. Should the response to this suggestion be substantial, the Executive Committee could take an appropriate decision at one of its subsequent meetings.

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Item VIII - Divulging of Addresses/Telephone Numbers of Members

10. In regard to making available lists showing address and telephone numbers of members, it was the majority opinion that the confidentiality of such information should be respected.

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Item IX - USI Tie

11. The members generally approved one of the designs that was shown to them as also the type of material; the design was that of a pale blue coloured tie, with a USI crest so placed as to fall below the knot when tied. After some discussion, it was decided that the design would be circulated to members in one of the forthcoming issues of the USI Journal for their views and suggestions, before a final decision is taken at the next Council meeting.

Item X - USI Memento

12. It was felt that some more designs of mementos preferably those having some utility value either as part of office items, or for display, be explored, and submitted for further consideration.

Item XI - MacGregor Medal

13. AVM A Vikram Pethia was requested to have the correct position pertaining to the reconnaissance for which Sqn Ldr Chinna was to be presented the MacGregor Medal, conveyed to the USI for further action.

Item XII - Valuation of Medals and Rare Books

14. Maj Gen DK Palit's recommendation that rare books and medals be evaluated, was generally accepted by the Executive Committee; it was suggested that the Director could ask for volunteers amongst the members, to undertake this task under the guidance of Maj Gen DK Palit.

Item XIII - Council Elections

15. Letter inviting proposals, which was sent to all members on 23 Mar 1998 was perused by the members of the Executive Committee. It was decided that an Election Sub-Committee headed by Maj Gen YK Gera, Dy Dir & Editor, with one serving member of the USI from each Service nominated by the respective Service


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Headquarters, would form an Election Sub-Committee to prepare the ballot papers on receipt of proposals, to evaluate the papers when received, and compile the results accordingly.

Item XIV - To Review the Residency and Restaurant Agreement

16. This aspect was discussed in considerable detail, and after taking into account the various clarifications offered, the following decisions were arrived at :-

(a) Lancers Dynatech be asked to apprise the USI as to who are the members who constitute their Board of Directors.

(b) That this Board of Directors send a letter duly signed by all the Directors, apprising the USI who among them would be the single point of contact between the USI and Lancers Dynatech. The USI would formally deal only with the person so nominated.

17. A new fixed lease agreement be entered into, under which the Operator, namely Lancers Dynatech, be required to pay an amount of Rs.5.25 lacs per month for the period 01 Apr 1998 to 31 Mar 1999 and Rs.5.75 lacs per month for the period 01 Apr 1999 to 31 Mar 2000.

Item XV - Rooms At Concessional Rates for USI Members Doing Research on their own Without Scholarship

18. On the aspect of allowing USI members undertaking research work on their own without any scholarship or remunerations, to avail of single accommodation at a concessional rate, the Committee decided that this be restricted to not more than one room at a time for upto 14 days, at a rental of Rs.300/- per day, subject to approval of specific cases by the Executive Committee.



Item XVI - Progress on Points Raised at the Council Meeting on 11 Dec 96

19. Historical Research Centre. The proposal for an Armed Forces Historical Society has been withdrawn by Army HQ for the time being. However, on a recommendation from Maj Gen DK Palit, members agreed that the Director could put up a draft proposal for the conduct of such historical research under the aegis of the USI, with some funds that would be provided by Maj Gen DK Palit in the first instance. The draft proposal was to be submitted for consideration by Maj Gen DK Palit before it is submitted for decision at a subsequent meeting of the Executive Committee.

20. Annual Events for 1998. The Executive Committee was apprised of action taken in regard to various events for 1998 as under :-

- (a) NS Lecture. Letters have been written to Admiral VS Shekhawat, PVSM, AVSM, VrC (Retd) and Brig KP Singh Deo, AVSM (Retd).
- (b) NS Paper. Lt Gen S Padmanabhan, PVSM, AVSM, VSM, has declined. Letter has been written to Lt Gen PK Pahwa (Retd).
- (c) Essay Competition. Circular being sent to Service HQ and through Journal of Jan-Mar 98.
- (d) Col Pyara Lal Memorial Lecture. Letter was written to Lt Gen EA Vas, PVSM (Retd); he has accepted the commitment.

21. Provident Fund. The Executive Committee was apprised that the Chartered Accountant has recommended that the Provident Fund continue to be maintained under the aegis of the USI rather than being handed over to the Provident Fund Commissioner. The Committee accepted this recommendation, subject to appropriate sanction being obtained by the Chartered Accountant

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22. War Memorial Book. The Director apprised the members that the War Memorial Book has been purchased and is on display in the Library. Details contained in the book are being compiled on a floppy disc. In so far as the appropriate display of such details in the USI is concerned, members were of the view that some experts in Information Technology be approached to make suggestions in this regard; the Director was asked to take action accordingly and submit recommendations so received, in due course.



(Satish Nambiar)

Lt Gen (Retd)

Director, USI and
Member Secretary

No.1018/USI/ECM/98

Dated 31 March 98

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT 1430 HRS ON THURSDAY 25 JUNE 1998

The following members were present :-

(a) Maj Gen Surendra Shah, VrC, VSM Offg D G M T	Chairman
(b) Cmde Sanjiv Bhasin D N T	Member
(c) Vice Adm S C Chopra, PVSM, AVSM, NM (Retd)	"
(d) Shri JN Dixit, IFS (Retd)	"
(e) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Member Secretary Director USI	

Item I - To Confirm the Minutes of the Last Meeting Held on 26 Mar 1998

2. The progress of the minutes were reviewed as follows :-

(a) **Purchase of Air Conditioners.** The Director apprised the members that the aspect of installation of air conditioners for Seminar Rooms 1 & 2 would be submitted for review after collecting information pertaining to actual utilisation of electricity during the current summer and assessing comparative cost and recurring expenditure. However, he requested that Executive Committee approval be accorded for the installation of an additional air conditioner each in Seminar Room No.3 and for the Director's office, since both these rooms being rather large are not being adequately cooled with the present arrangements of one air conditioner each; approval was accorded.

(b) **MacGregor Medal.** No response had been received from Air HQ pertaining to the correct position regarding the reconnaissance for which Sqn Ldr RTS Chinna had been awarded the Macgregor Medal. After some discussion, it was the unanimous view that since the Council had approved the award of MacGregor Medal to Sqn Ldr



Chinna, Air HQ be given a time limit of a fortnight or so to intimate the need for a review of the award; in case no response is received within this time-frame, the award of the Council should stand.

(c) **Evaluation of Military and Rare Books.** The members were apprised that Maj Gen DK Palit together with other members who have offered their services, have begun the work of assessing some of the rare books on charge of the Library. While discussing this subject, it was felt that the aspect of preservation of books should be taken up on a priority basis, for which purpose contact should be established with the National Archives and a suitable agency or person be contacted to undertake this task; it was felt that this process of assessing the requirement for preservation of books should be completed by November 1998.

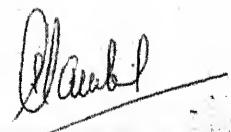
(d) **Residency and Restaurant Agreement.** The members were apprised that a new Fixed Lease Agreement has been entered into with Lancers Dynatech Pvt Ltd (since re-named Residency Resorts Pvt Ltd) for a fixed amount as under :-

(i) 01 Apr 1998 – 31 Mar 1999; Rs. 5.15 lakhs per month.

(ii) 01 Apr 1999 - 31 Mar 2000; Rs. 5.50 lakhs per month.

(e) **War Memorial Book.** The members were informed that the process of compiling details in the War Memorial Book on a computer disc is still in progress, and action is in hand to assess an appropriate software programme for retrieval and display of this information in the Library.

3. The minutes were then unanimously approved; proposed by Vice Adm SC Chopra and seconded by Shri JN Dixit.



Item II - To Decide the Author for Writing the Second National Security Paper

4. The Executive Committee was reminded that at the meeting of the Council held on 11 Dec 97, it had been decided that two sets of National Security Papers should desirably be approved for 1998 (refer to para 12 (c) (ii) of the Minutes of the USI Council Meeting). The first paper on "The Organisation and Concept of Employment of Strategic Rocket Forces" is to be undertaken by Lt Gen PK Pahwa who has accepted the commitment. The author of the second paper on "Impact of Economic Liberalisation on India's Security Concerns and the Need for Harmonisation of National Security with Financial and Development Policy" was to be decided by the Executive Committee. After some discussion, it was decided that in the first instance, Professor YK Alagh, former Vice Chancellor Jawaharlal Nehru University and former Minister of State for Power be requested to undertake this commitment. Should he express his inability to do so, an approach may be made to Dr Manmohan Singh.

Item III - To Approve Applications for Membership

5. With the following three exceptions, all other applications received from 27 Mar 98 to date, were approved by the Executive Committee :-

(a) Mr Pawan Choudhary - application for Associate Membership was rejected as the same had not been recommended by a current life member of the USI.

(b) Mr Arindan Bose and Shri B Bhattacharya - applications for Life and Ordinary membership respectively; (since they do not fall within the entitled categories). However, the Committee was of the view that in case the individuals are interested, they could be offered Associate Membership.

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Item IV - To Consider the Proposals Received from Members Regarding Tie and Memento

6. The proposals received from some of the members pertaining to the USI Tie and Memento were studied and discussed. It was then unanimously decided that the USI tie should be of good quality material (desirably silk), of dark blue colour with small USI crests printed or embroidered at appropriate spacings; a specimen should be shown at the next Executive Committee meeting for approval before it is submitted for consideration of the Council.
7. The fabrication of an appropriate mounted crest for presentation to visiting dignitaries was approved. A specimen of the same is to be shown at the next Executive Committee meeting.

Item V - MacGregor Medal

8. The proposal received from the Joint Planning Committee for award of the MacGregor Medal to Lt Col NJ Kargaokar for a classified operational strategic reconnaissance was considered by the Committee. The members were of the view that the award should not be made without an indication of the nature of reconnaissance. It was, therefore, unanimously approved that the Joint Planning Committee be informed that, in case the details of the reconnaissance cannot be reduced to writing for reasons of operational security, a representative of the Joint Planning Committee should verbally brief the members of the Executive Committee, at its next meeting so as to satisfy themselves of eligibility for the award of MacGregor Medal.

Item VI - Interaction with International Institutions

9. The Director apprised the members of the Executive Committee that in addition to a formal proposal received from the Shanghai Institute of International Studies for exchange of scholars with the USI, a number of other international institutions were making approaches for interaction with

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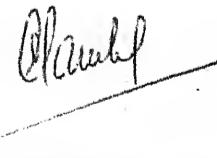
our Institution on a regular basis. After some discussion, it was agreed that the Director put up a draft note for consideration by the Executive Committee in this regard, laying down in brief, the basis and guidelines for such interaction, the method of selection of scholars and visiting delegations from the USI, financing such arrangements, and so on, at its next meeting.

Item VII – Points for Information

10. **SDS Cover.** The Director apprised the members that there was a general tightening - up of the use of SDS facilities in accordance with the rules; under which the USI is not officially authorised to use the facility. However, to date, 1 CBPO has provided cover for 56 and 99 APO addressees as a purely informal arrangement, which may be expected to continue for the time being. However, should this facility be withdrawn , postal expenditure on despatch of course material, USI Journals and other correspondence, would increase considerably, and would need to be catered for in the Budget Estimates.

11. **Contributions by Service Headquarters towards the Escalation of Building Costs.** The Director apprised the members that Air HQ have finally conveyed that they would not make any further contributions in this regard to the USI; they have contributed an amount of 5.68 lakhs towards this account, against contributions of Rs.40 lakhs from the Army and Rs.10 lakhs from the Navy. In view of the stance taken by the Air HQ, it was agreed that there would be no point pursuing the matter any further, particularly, in view of the fact that escalation costs had, by and large, been covered by the grant made to the USI by the then Prime Minister Shri IK Gujral in Aug 97.

12. **Ministry of External Affairs Research Chair.** The Committee was informed that an amount of Rs.9.50 lakhs had been received from the Ministry of External Affairs for the institution of an MEA Chair in the Centre for Research.



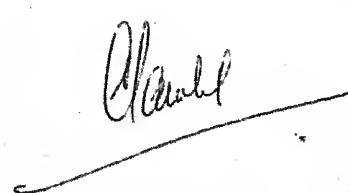
13. **Research Fellowships.** The USI now has five research chairs. The status of various USI research fellowships is as under :-

- (a) **First Batch - 1996/97.** Research paper by Vice Admiral RB Suri, PVSM, AVSM, VSM (Retd) has been published. Other two papers are awaited.
- (b) **Second Batch 1997/98.** Four research projects commenced in Jan 98.
- (c) **Third Batch 1998/99.** Selection process for five projects to commence in Jul 98 is under way.

14. **Council Elections.** The Committee was informed that 36 valid proposals were received. After scrutiny by the Sub-Committee, ballot papers are being forwarded to members. Last date for receipt of ballot papers duly completed is 30 Sep 98.

15. **Housing - keeping Contract.** MSG Personnel Services Group contract expired on 15 Jun 98 after two years. They were charging Rs.41,280/- pm and had quoted Rs.47,300/- for the next year, subsequently reduced to Rs.45,400/- pm. The contract has now been given to M/s Jigson Enterprises at Rs.34,000/- pm.

16. **Security Contract.** Security & Vigilance Services contract for security has been extended by another year on the same terms. Minimum wages increase is to be absorbed by the USI. (This may be about Rs.1,000/- p.m.)

A handwritten signature in black ink, appearing to read 'O. Anand', is written over a diagonal line. The signature is fluid and cursive, with 'O.' at the top and 'Anand' below it.

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17. **Electrical Services Contract.** Expires on 31 Jul 98. It is proposed to change the contractor.



(Satish Nambiar)

Lt Gen (Retd)

Director, USI and

Member Secretary

File No.1018/USI/ECM\3\98

Dated 07 July 1998.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT 1000 HRS ON FRIDAY 27 NOV 1998

1. The following members were present :-

(a) Maj Gen Surendra Shah, VrC, VSM Offg D G M T	Chairman
(b) Cmde Sanjiv Bhasin D N T	Member
(c) AVM A Vikram Pethia, VrC A C A S (Trg)	"
(d) Vice Adm S C Chopra, PVSM, AVSM, NM (Retd)	"
(e) Shri JN Dixit, IFS (Retd)	"
(f) Maj Gen DK Palit, VrC (Retd)	"
(g) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd)	Member Secretary Director USI

Item I - To Confirm the Minutes of the Last Meeting Held on 25 June 1998

2. The progress of the minutes were reviewed as follows :-

(a) **Writing of Second National Security Paper.** Professor YK Alagh, former Vice Chancellor, JNU and former Minister of State for Power, who had been requested to write a paper on "Impact of Economic Liberalisation on India's Security Concerns and the Need for Harmonisation of National Security with Financial and Development Policy", has accepted the commitment on being approached by the Director.

(b) **Interaction with International Institutions.** The Director informed the members that he was preparing a draft note for consideration by the USI Council in this regard for possible interaction with the international institutions on the basis of the following parameters, which were discussed in some detail :-

- (i) Teams from visiting Institutions be provided accommodation and local hospitality upto a maximum of five persons.
- (ii) Composition of USI teams visiting Institutions abroad would be approved by the Executive Committee.

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(iii) Such teams would not comprise more than four personnel; the travel arrangements would be covered by the USI, and accommodation and local hospitality by the Institution in the country concerned.

(iv) Recommendations of the Service Headquarters pertaining to the Institutions they would like to interact with, in various countries be taken into consideration.

(v) Scope for funding from the Ministry of External Affairs for such visits also be explored.

(c) **Council Elections**. The Committee was apprised of the outcome of the elections to the USI Council.

3. The minutes were unanimously approved, proposed by Maj Gen DK Palit and seconded by Shri JN Dixit.

Item II - To Approve Applications for Membership

4. The following applications were approved by the Executive Committee :-

(a) **Life Membership**. Shri DK Chet Singh, IDAS (Retd).

(b) **Associate Membership**.

- (i) Shri Satish Chandra.
- (ii) Shri AKB Unny.
- (iii) Shri Prakash Nanda.
- (iv) Shri Sunil Narula.
- (v) Shri Rahul Bedi.
- (vi) Shri Sushil J Aaron.
- (vii) Shri Arpit Rajain.
- (viii) Shri Suba Chandran D.
- (ix) Mrs Mallika Joseph A.

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5. The members were of the view that applications for associate membership could be approved by the Director up to the specified limit at his own discretion, subject to fulfilling the parameters laid down in the Rules and Bye Laws.



Item III - To Approve the Sample of USI Tie

6. A sample of the USI tie was considered by the Executive Committee members. Whereas the material proposed was approved, all members were unanimously of the view that the design needed to be modified, to the extent of reducing the number of crests displayed on the sample. A fresh sample would be prepared on this basis and the approval of the USI Council sought at its next meeting.

Item IV - To Approve the USI Mementoes

7. The memento fabricated by M/s Whorra Bros was approved subject to the lettering being fabricated in a slightly different colour to the rest of the emblem; possibly in silver colour. A modified sample could be put up at the next Council meeting for approval.

Item V - To Accord Sanction for White Washing Work

8. The Committee accorded sanction for the white wash work which was undertaken with the approval of the Finance Sub-Committee.

Item VI - To Approve the Proposal for Laying Kota Stones on the Border of Central Courtyard

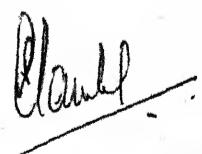
9. Sanction was accorded for laying of Kota stones on the border of the Central Courtyard on the ground floor as suggested by a number of members, the Architect and the Building Adviser; estimated cost of work being Rs. 1.25 lacs.

Item VII - To Approve the Modification in Switch Room Panel for Connecting 250 KVA Generator to Central AC Plant

10. Approval was accorded for the modification in the Switch Room Panel for connecting the 250 KVA Generator to the Central AC Plant in order to enable the plant to run on the generator when the main power supply is disrupted.

Item VIII - MacGregor Medal

11. Colonel MK Joshi from the MI Dte gave a detailed briefing to the Executive Committee members on the recommendations submitted by



JPc for the award of MacGregor Medal to Lt. Col NJ Kargaokar. After listening to this presentation and discussing the matter in some detail, the Executive Committee was of the view that the proposal submitted by the JPC did not merit the award of MacGregor Medal.

Item IX – Regularisation of Staff Leave

12. Four days extra ordinary leave without pay to regularise the absence of Mrs Savita Saluja beyond the leave entitled was endorsed by the Committee in terms of Para 22(d) of the Terms and Conditions of Service. However, all members of the Committee were of the unanimous view that such matters should be within the purview of the Director's powers and need not to be referred to the Executive Committee or the Council; the Terms and Conditions of Service should be modified accordingly.

Item X – Points for Information

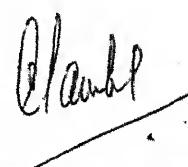
13. **Membership**. The Executive Committee endorsed the approval accorded by the Director for 209 applications for Life/Ordinary Membership of Armed Forces personnel, IAS,IPS,IFS , as also Life Membership to Shri JS Ranade, RAS Jt Secy, and Associate Membership to Professor Riaz Punjabi a visiting Professor of the JNU.

14. **Electrical Services Contract**. The Committee was apprised of the fact that the Electrical Services Contract has been awarded to M/s Mohan Enterprises w e f 01 Aug 98 at a monthly rate of Rs. 15,500/-.

15. **War Memorial Book**. The project for putting the details of the book Amar Jawan on a computer disk would be undertaken on procurement of a scanner for the USI as intended, and further action pertaining to display of details and retrieval, undertaken together with Library automation, for which various proposals are under consideration.

16. **Evaluation of Rare Books**. The work is in progress. Lt. Gen AM Vohra, Maj Gen DK Palit and Maj Gen YK Gera are pursuing this aspect.

17. **Preservation of Books**. One Library Asst is being trained at the National Archives from 02 Nov 1998. The Committee was also informed that approximately 730 books which needed some treatment for preservation were recently subjected to such treatment, and the results have been satisfactory.

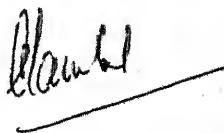


18. **Award of USI Research Fellowships 1998-99.** The following projects have been approved by the Board of Management USICR :-

- (a) **Field Marshal KM Cariappa Chair.** "Modernisation of the Chinese Armed Forces (PLA) and its Impact on India's national security" by Lt. Gen CK Kapur, PVSM, AVSM (Retd).
- (b) **Admiral RD Katari Chair.** "Information Technology – The Future Warfare Weapon" by Lt. Cdr A Anand.
- (c) **Air Marshal Subroto Mukherji Chair.** "India's Aerospace Industry in the Next Millennium" by Air Marshal SR Deshpande, PVSM, AVSM, VM (Retd).
- (d) **Prof DS Kothari DRDO Chair.** "Emerging Global and National Information Infrastructures and their Security Implication : An Analysis" by Maj Gen Yashwant Deva, AVSM (Retd).
- (e) **Ministry of External Affairs Chair.** "India and the Regional Security Environment after Shakti 1998" by Prof Satish Kumar.
- (f) **Additional Project.** "Developments in Afghanistan" by Shri Surya Gangadharan, Journalist. For six months.

19. **USI Digest.** Rs.75,000/- has been received in Sep 1998 from Army HQ on behalf of the three Services. It is initially proposed to bring out the Digests bi-annually in Feb and Aug. 1500 copies will be published and sold at Rs.50/- per copy. The Digest will contain extracts of important articles from various periodicals.

20. **Courses on National Security for MPs, Media Personnel and Senior Corporate Managers.** A proposal received from the Vice Chiefs pertaining to the conduct of courses on national security for MPs, media personnel and senior corporate managers, was being studied in detail by the USI. The initial response is that MPs, senior media personnel and corporate managers, would not be available for more than a day or so at a time, and as such it may be preferable to organise a one day seminar for such groups of people separately. Short duration courses could be conducted for middle level media personnel and corporate managers, for which details would be worked out separately. Members were of the view that it would be up to the Service Headquarters to ask the Ministry of Defence to interact with the Lok Sabha Speaker and Rajya Sabha Chairperson to

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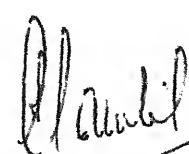
-: 6 :-

Institutionalised attendance of Members of Parliament at events organised to apprise them of national security matters.

Item XI – Agenda for the Council Meeting

21. A draft agenda for the Council meeting to be held on 17-18 Dec 98 together with Accounts for 1997-98, the Audit Report and Director's Comments, the Revised Estimates 1998-99, and Budget Estimates 1999-2000, were considered by the Executive Committee. The approved agenda is at Appendix attached.

22. On a recommendation by the Director, the Executive Committee approved the inclusion of an additional point pertaining to the increased rates of subscription for the USI Journal, on the agenda for the Council Meeting.



(Satish Nambiar)
Lt. Gen (Retd)
Director USI and
Member Secretary

File No. 1018/ECM/4/USI/98
Dated ...04..December 1998

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD
AT 1030 HRS ON FRIDAY, 09 APRIL, 1999

1. The following members were present :-

(a) AVM MS Brar, AVSM, VM A C A S (Trg)	In the Chair
(b) Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	Member
(c) Maj Gen Ian Cardozo, AVSM, SM (Retd)	Member
(d) Shri JN Dixit, IFS (Retd)	Member
(e) Air Mshl CV Gole, PVSM, AVSM (Retd)	Member
(f) Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)	Member
(g) Maj Gen DK Palit, VrC (Retd)	Member
(h) Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	Member
(j) Maj Gen SC Sinha, PVSM (Retd)	Member
(k) Shri NN Vohra, IAS (Retd)	Member
(l) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd)	Member Secretary Director USI

2. Maj Gen Surendra Shah, VrC, VSM, Offg DGMT and Cmde Sanjiv Bhasin, DNT could not attend due to other commitments.

Item I - To Confirm the Minutes of the Last Meeting Held on ~~27 Nov~~ 1998

3. The progress on the minutes was reviewed as follows :-

(a) **USI Tie.** The members of the Executive Committee were apprised that the orders for the fabrication of 500 USI ties (250 each with maroon and navy blue background) had been placed and ties were expected shortly. A brief discussion ensued whether such large quantities would in fact be sold and whether there was scope to procure ties at a cheaper rate. However,

M. J.

considering that the order was expected to be executed within the next week, it was agreed that further discussions were irrelevant.

- (b) **USI Mementoes.** These were under fabrication as approved.
- (c) **Laying of Kota Stones on the Border of Central Courtyard.** Though this had not yet commenced, it would be undertaken shortly.
- (d) **Modification in Switch Room Panel for Connecting 250 KVA Generator to Central AC Plant.** This has been completed.
- (e) **USI Digest.** The first bi-annual USI Digest had been published and copies were handed over to the DGMT, DNT and ACAS (Trg) for further distribution to units. While on the subject, it was clarified that additional copies are available at Rs.75/- per copy to those who are interested. It was also clarified that in addition to various articles extracted from journals and other periodicals, certain selected articles submitted for publication in the USI Journal and not included in the USI Journal for reasons of lack of space were with the approval of the authors included in the USI Digest where appropriate.
- (f) **Programmes on National Security for MPs, Media Personnel and Senior Corporate Managers.** The proposal received from the Vice Chiefs for the conduct of programmes on national security would be examined concurrently with the recommendations of the Sub-Committee constituted for the organisation of programmes by the USI for serving officers at junior levels and for programmes for security studies by correspondence, which had been the subject of some discussion at the Council Meeting on 21 Jan 1999. While on the subject, it was the unanimous view of the Executive Committee that wherever feasible political leaders, parliamentarians and others associated with the governance of the country should be briefed on matters pertaining to national security issues. In that context it was again the unanimous view of all members of the Executive Committee that recent alleged criticism by a few USI members of a briefing on national security issues conducted on 27 Mar 99 for Dr (Ms) J Jayalalitha, was



completely misplaced. It was felt that whenever such leaders request for briefings on defence matters and national security issues, the USI should not be found wanting in its response.

4. Some discussion ensued on a suggestion by Maj Gen Ian Cardozo that the Board of Management for the USI Centre for Research may be asked to consider allowing scholars to undertake research projects under the aegis of the Centre for Research to publish their work independently in the form of a book if they so desire. It was decided, after a brief discussion, that since the research scholars are paid a remuneration during the period of research the copyright for such papers/projects must remain with the USI. It was, however, clarified by the Director that at the recent meeting of the Board of Management, it had been decided that getting such projects printed through recognised publishers would be examined, and pursued for implementation.

5. The minutes were then unanimously approved; proposed by Maj Gen DK Palit and seconded by Shri NN Vohra.

Item II – To Approve the Following Expenditure

6. In approving the expenditure on the following items, the Executive Committee took a unanimous decision that the financial powers of the Director be upgraded to Rs. 2 lacs per item. This would also cover aspects of maintenance of the building and property :-

- (a) **Purchase of Duplicator.** Gestetner 4130 at cost of Rs.66000/- approximately.
- (b) **Purchase of Pre 1947 Medals.** 43 medals at a cost of Rs.42,549/- from DMFR.
- (c) **Window AC 2 Tons for Seminar Room 2.** Rs. 40,000/-.

MJK

(d) **Sewage Line.** 50% cost sharing with AWWA was approved against MES estimates of Rs.3,40,000/-.

Item III – To Approve the Membership

7. The following membership applications were considered and approved :-

(a) **Life Membership.**

- (i) Ms Somi Tandon, IDAS, Addl FA & JS, MOD.
- (ii) Mr Rajiv Sinha, RAS, First Secretary, Indian Embassy at Ukraine.

(b) **Associate Membership.**

- (i) Dr Sushma Sood, Associate Professor, University of Rajasthan.
- (ii) Mr Pushp Saraf, Associate Editor-The Pioneer.

Item IV –Any Other Points

8. At the instance of Maj Gen SC Sinha, it was decided that the Executive Committee meetings should be held at 1030 hrs on the third Friday of every even month. Should the Friday be a holiday, the meeting should be held on the Thursday preceding it. The next meeting of the Executive Committee will therefore be held at 1030 hrs Friday, 18 Jun 1999.

Item V- Director's Points

9. The Director brought the following points to the notice of the Executive Committee :-

(a) Reference para 8 of the Minutes of the Council Meeting held on 21 Jan 99, where Shri NN Vohra had suggested that USI register itself with the BIFR (Board of Industrial and Financial Reconstruction) as a claimant on the dues from the CCI. It was confirmed that registration as a claimant had been done with the Company Law Board. It was also clarified from the Chartered

A handwritten signature in black ink, appearing to read 'M. J. R.', is written over a diagonal line.

Accountants that insurance companies insure building and associated property only on book value and not market value. In this context, Shri NN Vohra suggested that after consultation with the Chartered Accountants, the USI may consider applying annual depreciation at current value of property.

(b) After consultation with the Chartered Accountants, a new fund called 'Administrative Fund' has been created. Income from the contract with Residency/Restaurant, hiring of seminar rooms, rentals on property, and so on, would be credited to this; all remainder income would be credited to the Corpus Fund. All administrative expenditure would now be debited to the 'Administrative Fund'.

(c) At the instance of the Director, the GOC -in-C Western Command had agreed to provide some accommodation facilities at Chandimandir for setting up a USI Chapter. The Army Commander had also agreed to provide assistance for the conduct of periodic lectures, discussions and seminars at that location for USI members and others who are interested. This is being pursued. The Director also apprised the members that he would pursue such arrangements with GOC-in-C Southern Command also.

(d) It was agreed that the Director would put up details of staff authorisation, existing pay scales and so on to the Sub-Committee members who are to carry out a review of the pay structure of the USI staff, at an early date.

YK Gera
(YK Gera)
Maj Gen (Retd)
Offg Director USI.

File No.1018/USI/ECM/1/99

Dated : 19 April 1999.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT 1030 H ON FRIDAY, 02 JULY 1999

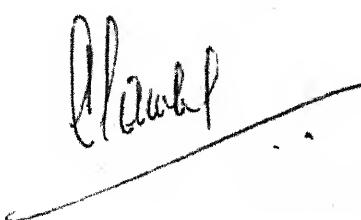
1. The following members were present :-

(a) Maj Gen Surendra Shah, VrC, VSM	
Offg D G M T	Chairman
(b) AVM MS Brar, AVSM, VM	
ACAS (Trg)	Member
(c) Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	"
(d) Maj Gen Ian Cardozo, AVSM, SM (Retd)	"
(e) Shri JN Dixit, IFS (Retd)	"
(f) Air Mshl CV Gole, PVSM, AVSM (Retd)	"
(g) Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)	"
(h) Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	"
(i) Maj Gen SC Sinha, PVSM (Retd)	"
(k) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd)	Member Secretary
Director, USI	

Item I - To Confirm the Minutes of the Last Meeting Held on 09 April 1999

2. The progress on the minutes of the last meeting held on 09 April 1999 was reviewed as follows :-

- (a) **USI Tie**. The Director confirmed that the USI ties were under fabrication and each one was being checked individually; these were being provided by the manufacturer in batches.
- (b) **USI Mementoes**. Ten USI mementoes as approved have been received.
- (c) **Laying of Kota Stones on the Border of Central Courtyard**. This has been completed.



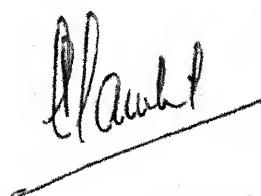
(d) Programmes on National Security for MPs, Media Personnel and Senior Corporate Managers. On the subject of programmes on national security for MPs, Media Personnel and Senior Corporate Managers, there was some discussion. The Chairman suggested that it may be appropriate to lay down Standard Operating Procedures (SOP) for the briefing of political leaders and others when required to do so. This aspect was discussed at some length with varying views being expressed on the subject. There was a general consensus that there should be no attempt to present an establishment view at the USI, and it was also generally felt that since the USI is a Membership Oriented Institution, it could not present an institutional view as such; in any case, this is not necessary. After some discussion, it was agreed that when the proposed Sub-Committee meets for consideration of the organisation of programmes by the USI for serving officers at junior levels and programme for security studies for correspondence, the aspect of programmes on national security for MPs, media personnel and senior corporate managers and for briefing of senior political leaders, would also be examined, and recommendations submitted to the Executive Committee for further consideration.

(e) On a point of order raised by Vice Adm IJ Bedi that whereas the financial powers of the Director have been upgraded to Rs. Two lacs per transaction, the powers of the Chairman of the Executive Committee had not been revised, it was unanimously agreed that the financial powers of the Chairman of the Executive Committee be raised to Rs. Three lacs for each transaction with immediate effect. Para 13 of the Standard Operating Procedure of the Accounts Department, be amended accordingly.

3. The minutes were then approved; proposed by AVM MS Brar, AVSM, VM, ACAS(Trg) and seconded by Maj Gen SC Sinha, PVSM (Retd).

Item II – To Consider the Recommendations of the Sub-Committee Regarding Revision of Pay Structure of Staff

4. While the recommendations of the Sub-Committee regarding revision of pay structure of staff were under discussion, Vice Adm IJ Bedi, who though one of the members of the Sub-Committee could not attend the deliberations on 05 May 99, stated that he had gone through the recommendations subsequently and had some observations to make. He also further made the point that the Sub-Committee had not applied itself to the subject of scales for the officers. After a brief discussion, it was decided that the Sub-Committee would meet again at an appropriate date to be decided by the Chairman of the Sub-Committee, to consider afresh the whole aspect, and re-submit recommendations at the next meeting of the Executive Committee.



Item III – To Consider Membership Applications

5. The following membership applications were considered, discussed and approved :-

(a) Associate Membership.

- (i) Shri Pavan Choudary, Business Executive.
- (ii) Shri RS Bhinder, AD IB (Retd).

(b) Ordinary Membership.

Shri AK Saxena, Scientist 'D' DRDO.

Item IV – Operation of Bank Accounts

6. The Executive Committee unanimously approved the recommendation that with immediate effect, the Dy Dir & Editor and DD (Adm) be authorised to operate the bank accounts and fixed deposit certificates. The relevant paragraph of the Rules and Bye-laws would be amended in due course after endorsement by the Council. All sanctions for expenditure would however continue to be controlled by the Director, under the overall authority of the Executive Committee.

Item V – Any Other Points

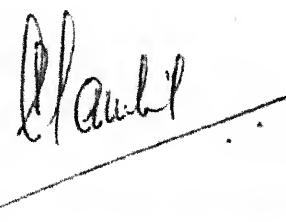
7. The Director apprised the Executive Committee members of the following points :-

(a) That a grant amounting to Rs.72,764.62 had been received from the Royal United Service Institute through the British High Commissioner, on 23 Apr 99; 106 books had been purchased through this Grant.

(b) Ten new medals for the Essay Competition have been received.

(c) The following annual contracts have been renewed at the rates indicated against each:-

- (i) Security Services. Rs.2,700/- per guard and Rs.2,850/- per supervisor pm.
- (ii) Housekeeping. Rs.36,500/- pm.
- (iii) Electrical/AC Services. Rs.17,000/- pm.
- (iv) Central AC Plant AMC. Rs.1,89,750/- .



8. It was indicated, that as and when the fixed deposits invested with SAIL mature for payment, these were being re-invested with ICICI and other Institutions, after consultation with MD,AGIF as laid down by the Council in its meeting held on 11 Dec 97.

9. Since the contract with the Residency Resorts Pvt Ltd had been in operation for just under three years, there was scope for review of certain aspects of this operation. The Operators had requested that one month's lease amount be made available over a three to five years period, for major structural repairs and maintenance of the property. After some discussion, the Executive Committee agreed that this was reasonable arrangement and may be pursued by the Director appropriately. The other aspects requested by the Operator and approved for discussion with them by the Director, pertained to provision of some basic recreational facilities for those residents staying for longer periods of time, and rationalised tariff for USI members occupying the accommodation. On the subject of provision of wine and beer in the Restaurant and Banquet Hall premises, there was some detailed discussion, and a decision was taken that the present arrangements, namely 'No Liquor on the Premises' will be continued.



(Satish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

File No. 1018/USI/ECM/2 /99

Dated: 09 July 1999.

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE MEETING
HELD AT 1030 H ON FRIDAY, 20 AUGUST 1999

1. The following members were present :-

(a) Maj Gen Mahesh Vij	
Offg DGMT	Chairman
(b) AVM MS Brar, AVSM, VM	
ACAS (Trg)	Member
(c) Vice Adm IJ Bedi, PVSM, AVSM (Retd)	"
(d) Maj Gen Ian Cardozo, AVSM, SM (Retd)	"
(e) Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)	"
(f) Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	"
(g) Maj Gen SC Sinha, PVSM (Rtd)	"
(a) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Rtd)	Member Secretary

Item I - To Confirm the Minutes of the Last Meeting Held on 02 July 99

2. The only aspect on which no action had yet been taken was in regard to the meeting of the Sub-committee for consideration of the organisation of programmes by the USI for serving officers at junior levels and a programme for security studies for correspondence as also for inter-action with MPs, media personnel and senior political leaders. It was decided that the Sub-committee needs to meet early and submit its recommendations to the Executive Committee for further consideration.

3. The minutes were approved; proposed by Lt Gen VR, Raghavan, PVSM, UYSM, AVSM (Rtd) and seconded by Vice Admiral IJ Bedi, PVSM, AVSM (Retd).

Item II - To Consider Membership Applications

4. The following membership applications were considered, discussed and approved :-

(a) **Life Membership.** Shri PPS Brar, ICAS, JCGA (Ministry of Finance).

JK

(b) Associate Membership.

- (i) Shri BS Gill, IAAS, Dir Accts (Cab Sectt).
- (ii) Shri Arup Ghosh, Journalist (News Anchor Star News).
- (iii) Shri Jayant K Malhotra, MP (Rajya Sabha).
- (iv) Miss Vandana Puri, Lecture (Political Science).
- (v) Shri R Prasannan, Journalist (Malayalam Manorama Group).
- (vi) Shri Arun Kapur, Educationist.

5. Application for Corporate Membership submitted by M/s SPARK Healthline Pvt Ltd was considered by the Executive Committee but not accepted. The Company may be informed accordingly.

6. During the discussions, the following decisions were taken by the Executive Committee for the future :-

- (a) No applications for Associate or Corporate Membership would be accepted from individuals or Corporate Houses who have any connection with the running of the facilities at the USI.
- (b) Credentials of applicants for Associate and Corporate Membership would be established by calling for details of individuals. In the case of Associate Members, they should be requested to meet the Director personally while submitting their applications.

Item III - To Consider the Recommendations of the Sub-Committee
Regarding Revision of Pay Structure of Staff

7. The recommendations of the Sub-Committee for revision of pay structure of the staff were considered, discussed and approved as per details given at Appendix 'A' attached.

Item IV - To Appoint a Finance Sub-Committee

8. It was decided that a Sub-Committee comprised as under be formed to carry out a review of the audit report on the accounts and the Budget Estimates, as also screening of major contracts entered into by the USI in future :-



- (a) Vice Adm IJ Bedi, PVSM, AVSM (Retd).
- (b) Maj Gen Ian Cardozo, AVSM, SM (Retd).
- (c) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd).

Item V - Standard Operating Procedures for the USI

9. It was agreed that a comprehensive document setting out the SOPs covering various aspects of the running of the USI, including activities in other stations, and a code of conduct for the staff and members, be prepared for consideration by the Executive Committee and the Council.

Item VI - Information Points

10. The Director apprised the members of the annual maintenance contracts and service contracts that have been renewed or are due for renewals, as follows :-

(a) **Contracts Renewed.**

- (i) **PA Equipment AMC.** Wef 01 Aug 99 for Rs.50,000/- at existing rates.
- (ii) **Office EPABX AMC.** Wef 01 Aug 99 for Rs.24,500/- at existing rates.
- (iii) **Generators AMC.** Wef 01 Sep 99 for Rs.31,000/- at existing rates.
- (iv) **Gardening.** Wef 09 Sep 99 for Rs.16,000/- pm (Rs 1,92,000/- pa) at escalation of Rs.1,000/- pmn (6.6%); there was no escalation last year.
- (v) **Lift AMC.** Wef 01 Sep 99 for Rs 20512/- (7.95% escalation).

(b) **Contracts Coming up for Renewal**

- (i) **Small EPABX AMC.** Wef 01 Oct 99. Existing rate Rs.1,250/-.
- (ii) **Pest Control.** Wef 01 Oct 99. Existing rate Rs.12,000/- pa.
- (iii) **Attendance Machine AMC.** Wef 12 Nov 99. Existing rate Rs.3,000/-.
- (iv) **Franking Machine AMC.** Wef 26 Nov 99. Existing rate Rs.10,900/-.



11. While on the subject, it was suggested that proper supervision of work should be ensured particularly in regard to the implementation of pest control contract and the sewage work that has to be undertaken in the area (Para 6 (d) of the Minutes of the USI Executive Committee Meeting held on 09 Apr 99 refers).

12. The audit for 1998-99 had been completed; there were no major observations. The same will be put up to the Finance Sub-Committee for detailed study before the next Executive Committee Meeting.

Item VII - Points from Members

13. Maj Gen Ian Cardozo suggested that some tree plantation be undertaken to provide shade for parking of cars. The Director apprised the Committee members that this aspect had already been taken up and all appropriate action has been taken within the constraints of underground cables and electricity connections adjacent to the walls of the Institution. However, at the suggestion of a couple of members, it was agreed that the feasibility of constructing sheds for parking would be examined with due consideration being accorded to the need for proper aesthetic effects.

14. Vice Adm IJ Bedi submitted that computerisation of the library should be undertaken at an early date. The Director apprised the Committee that action is already in hand on this issue and it is hoped that early automation of the library will commence. Lt Gcn VR Raghavan proposed that the CII or other such institutions be contacted to ascertain if they would be prepared to lend help in this regard by getting sponsorship of corporate houses for the automation of this prestigious USI Library.

15. Vice Adm IJ Bedi complimented the USI staff for arranging Internet facility. He however suggested that after some trial period, the rates should be reviewed so as to bring it down to the minimum level possible.

16. It was agreed that the next meeting of the Executive Committee will be held on Monday, 11 Oct 99 at 1100 hrs.



(Y K Gera)
Maj Gen (Retd)
Offg Director, USI

Appendix
 (Refers to Para 7 of Minutes
 of Executive Committee Meeting
 Held on 20 Aug 99)

REVISED PAY STRUCTURE

1. Revised Scales.

	<u>Scale No</u>	<u>Scale</u>	<u>Applicable To</u>
(a)	1	1,950 - 35 - 2,825	Peons
(b)	2	2,350 - 50 - 3,600	Jr Clks, Lib Attd
(c)	3	2,750 - 65 - 4,375	Sr Clks, Steno, IC Auditorium/SRs/Exch, Lib Assts
(d)	4	3,275 - 80 - 5,275	Acctn, Supdt, Elec Spvr, Sr Lib Assts
(e)	5	3,850 - 100 - 6,350	Sr Acctn, Caretaker
(f)	6	4,200 - 110 - 6,950	Asst Librarian, Resarch/Edit Assts
(g)	7	5,000 - 250 - 7,500	Librarian (Officer grade)
(h)	8	5,750 - 300 - 8,750	DDA, CI
(i)	9	6,750 - 350 - 10,250	DDE
(j)	10	15,000 - 750 - 22,500	Director

2. Allowances (Continued at Existing Level).

- (a) HRA. 10% basic pay.
- (b) DA. Presently 18% of basic pay. Yearly increase once a year on 01 Apr, amounting to 75% of increase given by the Central Government during the preceding 12 months ending 31 Mar. Not applicable to re-employed pensioners.
- (c) Medical Allowance. Rs. 100/- pm to staff below officer level.
- (d) Transport Allowance.
 - (i) Staff Below Officer Level. Rs. 200 pm to staff in Scale 1 and Rs. 250/- to others.
 - (ii) Officers (Less Director). Rs. 2000/- pm.
 - (iii) Director. Transport to be provided at USI expence.
- (e) Telephone Allowance. Director Rs. 750/- pm, Other officers Rs. 250/- pm.
- (f) Entertainment Allowance. Director Rs. 500/- pm.

3. Qualifications. No Change.

4. Date of Implementation. 01 Aug 99.

*YK/para
01 Sep 99*

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE MEETING

HELD AT 1100 H ON MON, 11 OCT 1999

1. The following members were present :-

(a) Maj Gen Mahesh Vij Offg D G M T	Chairman
(b) AVM MS Brar, AVSM, VM ACAS (Trg)	Member
(c) Maj Gen Ian Cardozo, AVSM, SM (Retd)	"
(d) Air Mshl CV Gole, PVSM, AVSM (Retd)	"
(e) Maj Gen DK Palit, VrC (Retd)	"
(f) Maj Gen SC Sinha, PVSM (Retd)	"
(g) Lt Gen Satish Nambiar, PVSM, AVSM, VrC Director, USI	Member Secretary

2. Apologies for absence were received from the following members:-

- (a) Cmde Sanjiv Bhasin, DNT.
- (b) Shri JN Dixit, IFS (Retd).
- (c) Vice Adm IJ Bedi, PVSM, AVSM (Retd)
- (d) Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)
- (e) Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)
- (f) Shri NN Vohra, IAS (Retd)

Item I - To Approve the Minutes of the Last Meeting Held on 20 Aug 99

3. In reviewing the progress on the Minutes of the last meeting of the Executive Committee held on 20 Aug 99, the following points were made :-

Chairman

(a) The revised pay structure of the USI Staff as approved by the Executive Committee has been implemented wef 01 Aug 99.

(b) The Finance Sub-Committee appointed at the meeting, has since met and carried out a detailed scrutiny of the audited accounts for the year 1998-99, the Revised Estimates for 1999-2000 and Budget Estimates for the year 2000- 2001.

(c) Standard Operating Procedures for the USI are under compilation, and a draft will be circulated in due course to the members of the Executive Committee. Maj Gen Ian Cardozo suggested that he would offer recommendations on the format, and also comments on the drafts prepared.

(d) While on the subject of computerisation of library, which was in the process of implementation, Air Mshl CV Gole recommended micro-filming of books for access; in this context it was generally agreed that micro-filming or scanning should be restricted to rare reference books in view of the cost involved. It was also agreed that a team of members would be nominated to select books that need to be placed in this category.

4. The Minutes were then approved; proposed by Maj Gen SC Sinha and seconded by Air Mshl CV Gole.

Item II - To Approve Applications for Membership

5. The following membership applications were considered, discussed and approved :-

(a) **Life Membership.** Shri Sunder Kumar, RAS (Retired as Addl Secretary, Cabinet Secretariat).

(b) **Ordinary Membership.** Shri Sanjeev Kumar, IDAS, Dy CGDA (Trg).

(c) **Associate Membership.** Prof Ranbir Vohra.

(d) **Corporate Membership.** Embassy of the USA with Col W Markel (Air Attache), Maj J Wright (Asst Army Attache) and Lt Cdr M Gannon (Asst Naval Attache).

Item III - To Approve the Audited Accounts for 1998 - 99

6. After a brief discussion, the audited accounts for 1998-99 were duly approved; proposed by Maj Gen DK Palit and seconded by Maj Gen SC Sinha.

Palit

Item IV - To Approve the Revised Estimates for 1999-2000 and Budget Estimates for 2000-2001

7. While considering the Revised Estimates and the Budget Estimates, Maj Gen SC Sinha observed that the expenditure on purchase of books and periodicals for the Library was well below the amount sanctioned, and suggested that in order to ensure full utilisation of the sanctioned amount, it may be useful to obtain suggestions from members in a more structured manner on the purchase of books. After some discussion, it was agreed that a Library Sub-Committee comprised as under, be set up to make recommendations from time to time in this regard, as also in regard to the running of the Library :-

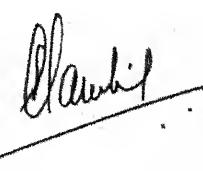
- (a) Maj Gen DK Palit.
- (b) Maj Gen SC Sinha.
- (c) Air Mshl CV Gole.
- (d) Maj Gen Ian Cardozo.

8. The Revised Estimates for 1999-2000 and the Budget Estimates for 2000-2001 were then duly approved; proposed by Air Mshl CV Gole and seconded by AVM MS Brar.

Item V - To Approve the Agenda for the Council Meeting to be Held on 16 Dec 1999

9. The progress on points at previous Council meetings was briefly reviewed and the following points made :-

- (a) It was decided that at the next Council meeting, the President, Lt Gen Chandra Shekhar, PVSM, AVSM, ADC, would be requested to apprise the Council of the status of the proposals made by the three Service Headquarters on the construction of a War Memorial; Shri NN Vohra would also be requested to apprise the Council members of the background and status as he was last aware.
- (b) On the subject of organisation of activities in other stations and examination of the feasibility of opening chapters of the USI, the Director apprised the Committee that while some response in this regard had been received from Western Command Headquarters and Southern Command Headquarters, further details would need to be worked out in consultation with Command Headquarters at selected stations, and selected senior officers residing in these stations.



(c) The Director informed the members that a revised proposal for the establishment of the USI Centre for Armed Forces Historical Research (USI CAFHR) was being finalised at Service Headquarters, and would be sent to the USI for consideration by the Council at its next meeting.

(d) In regard to the funding of historical research at the USI by Maj Gen DK Palit, it was clarified that he would not wish this to be part of the USI CAFHR or the existing USI Centre for Research, but was quite prepared to sponsor research independently. It was agreed that adequate publicity in regard to his offer would be conveyed to our members.

(e) The Sub-Committee comprising Air Mshl CV Gole, Vice Adm IJ Bedi and Lt Gen VR Raghavan to examine the various aspects of the security policy formulation and correspondence programmes to increase awareness amongst serving officers, and to examine the aspects of a programme on national security for media personnel, MPs and senior corporate managers and for political leaders, needs to be activated prior to the Council meeting to formulate an appropriate set of recommendations.

(f) In regard to short listing of subjects and speakers for the National Security Lecture and other events during 2000, it was agreed after some discussion, that since a large number of suggestions that had been received, the lists would be considered in further detail by the members of the Executive Committee in their own time, and their recommendations for short-listing given to the Director by 14 Oct 99 for inclusion as part of the Agenda for the Council meeting.

10. The draft Agenda for the Council meeting to be held on 16 Dec 99 was then unanimously approved.

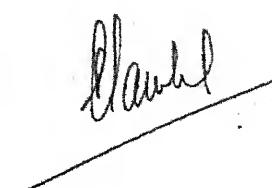
Item VI - Any Other Points

11. The Director apprised the Committee of the proposed expenditure for the following at the USI premises :-

(a) White-wash of selected areas - approximate cost Rs. One lakh.

(b) Installation of a light grill on the library windows for ensuring security; approximate cost Rs. 60,000/-.

12. Both the above expenditures were approved.

A handwritten signature in black ink, appearing to read 'Mshl CV Gole', is written over a diagonal line.

-5:-

13. The following changes in the designation of personnel of the USI staff were approved :-

- (i) For "Caretaker" read "Estate Manager".
- (ii) For "Adm Clerk" read "Clerk GD".
- (iii) For "Typist/Computer Op" read "Clerk GD".

14. Organisation Chart will be amended accordingly.



(Satish Nambiar)
Lt Gen (Retd)
Director USI and
Member Secretary

No. 1018/ECM/99/USI

Dated 14 October 1999.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT THE USI ON FRIDAY, 18 FEB 2000

1. The following members were present :-

(a) Maj Gen Mahesh Vij Offg D G M T	Chairman
(b) Vice Adm IJ Bedi, PVSM, AVSM (Retd)	Member
(c) Maj Gen Ian Cardozo, AVSM, SM (Retd)	
(d) Shri JN Dixit, IFS (Retd)	"
(e) Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	"
(f) Maj Gen SC Sinha, PVSM (Retd)	"
(g) Shri NN Vohra, IAS (Retd)	"
(h) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

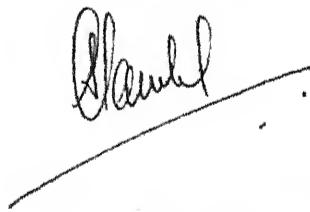
2. Apologies for absence were received from the following members :-

(a) Cmde Sanjiv Bhasin, DNT.
(b) Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd).
(c) Air Mshl CV Gole, PVSM, AVSM (Retd).

Item I - To Approve the Minutes of the Last Meeting Held on 11 Oct 1999

3. In reviewing the progress on the Minutes of the meeting held on 11 Oct 1999, the following aspects were elaborated upon by the Director :-

(a) Draft Standard Operating Procedures for the USI have been compiled and put up to the Director. This will be studied by him over the next couple of weeks, after which it will be passed on to Maj Gen Ian Cardozo, for perusal and comments, if any. The finalised draft will then be put up to the Executive Committee for approval.



(b) The proposal for the setting up of the Centre for Armed Forces Historical Research at the USI is being reconsidered at Army Headquarters, and the Chairman will be requested to apprise the Committee of the latest position in this regard at the conclusion of the meeting.

4. The following aspects pertaining to the Minutes of the Council Meeting held on 16 Dec 99 were also elaborated upon :-

(a) Copies of the President's Report have been sent to all Life Members together with the latest copies of the USI Journal as agreed to at the Council Meeting.

(b) The response for evaluation of the promotion examination answer papers has been quite satisfactory and the detailed modalities are being worked out. The Committee was informed that Promotion Examination Part 'B' has now been rescheduled for July 2000, and hence the evaluation work would be undertaken from end July onwards. Vice Adm IJ Bedi made the point that monetary compensation for such evaluation work should be adequate to cover the expenses incurred by the retired officers in commuting to the USI, and other incidental requirements.

(c) On the aspect of evaluation and preservation of rare books in the Library, the following aspects were agreed upon :-

(i) Whereas such books would be classified in the rare category, no attempt needs to be made to attach any financial evaluation of them.

(ii) Proper preservation methods will be applied in consultation with experts on the subject. The Director clarified that this aspect is already in hand. Re-binding would be undertaken where required.

(iii) The rules for reference of such books would be formalised. These could be kept separately locked to be accessed only under the authority of the Director or the Deputy Director.

(iv) Microfilming of selected books in due course may be undertaken. On purchase of a scanner, the feasibility of having some of these books scanned would be examined.

5. The minutes of the meeting of 11 Oct 99 were approved; proposed by Shri JN Dixit, and seconded by Lt Gen VR Raghavan.



Item II - To Pursue the Aspect of the Security Studies Programme

6. The Director apprised the Committee Members that pursuant to the Council decision on the subject, a number of active members had been asked to indicate areas of their expertise, in which they offer to undertake such studies. A number of responses have been received, including details of subjects that could be studied.

7. At the suggestion of the Director and after some discussion on the subject, it was agreed that the Security Studies Sub Committee would draw up a list of members who are to be requested to undertake the proposed studies on the following subjects in the first instance :-

- (a) A Strategy for Jammu & Kashmir.
- (b) India's Maritime Security Interests.
- (c) India's Nuclear Doctrine including Command and Control.
- (d) Re-structuring of the Higher Defence Organisation.
- (e) Terrorism.

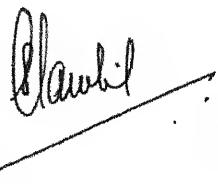
Item III - Capsule Course for Senior Media Persons

8. The proposal for the conduct of a capsule course for senior media persons on reporting defence and other security related aspects, was discussed in some detail and the following decisions arrived at :-

- (a) For the first instance, a workshop could possibly be organised by the USI at editor level, including both print and electronic media, to brainstorm aspects of reporting on defence and security related operational aspects.
- (b) A short capsule course be run at the USI, with the assistance of Army Training Command, on selected aspects for middle level defence correspondents, both print and electronic media. The details would be worked out in consultation with the Army Training Command.

Item IV - Residency and Restaurant Contract with RRPL

9. The Director apprised the Committee of the submission made by the Directors of RRPL for a review of the rebate being paid by them to the USI. After some discussion, it was agreed that the Finance Sub Committee would meet to discuss this issue. However, the general view was that there should be no reduction of the rebate for the period 1 April 2000 to 31 March 2001. The

A handwritten signature in black ink, appearing to read "Shaheed", is written over a diagonal line.

Director also apprised the Committee of the proposal of the RRPL to close the Restaurant kitchen on Sundays w.e.f. 1 April 2000, in order to effect reduction of staff and other overheads.

Item V - Information Points

10. **National Security Lecture 2000.** Mr CV Ranganathan, IFS (Retd) has accepted our request to deliver the lecture on 'Sino-Indian Relations in the New Millennium - Challenges and Prospects'.

11. **Col Pyara Lal Memorial Lecture 2000.** Lt Gen SK Sinha, PVSM (Retd), Governor of Assam, has accepted our request to deliver the lecture on 'Trans-regional Movements of Population - Implications for India's Security'. The lecture has been scheduled for 29 Sep 2000.

12. **National Security Paper 2000.** Maj Gen Afsir Karim, AVSM (Retd) has accepted our request to write the paper on 'Rising Fundamentalism - Implications for National Security'.

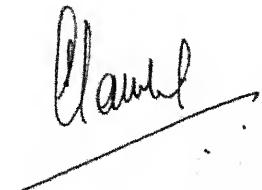
13. **Fixing of Grills in the Library and Some Other Rooms.** The work has been completed.

14. **Interaction with International Institutions.** The Director apprised the Committee of the following developments :-

(a) A proposal has been initiated with the Beijing Institute of Strategic Studies for a visit by a team from that Institution to the USI in the latter part of the year. Response is yet to be received. However, the proposal was also taken up with the Vice Chairman of the Institute when he was on a visit to Delhi last month to attend a seminar organised by the IDSA.

(b) Professor Muntassir Mamoon of the Department of History of the University of Dhaka had expressed a desire to interact with the USI in regard to Liberation War studies being undertaken by his Department. It is proposed to pursue such interaction. Professor Mamoon had also mentioned that they intend to set up a museum in their Department, in which connection they would welcome war mementoes and photographs in the possession of officers who have participated in the operations in 1971. He had also expressed an intention to record oral history of those operations in the form of interviews with selected members of the USI. The Executive Committee unanimously endorsed such interaction.

(c) The Indian Embassy in Paris had informed the Director of the proposed visit of one of the scholars from CERI (Centre d'Etudes et de Recherches Internationales) to the USI. Whereas the scholar who is apparently an expert on China would make her own travel arrangements,

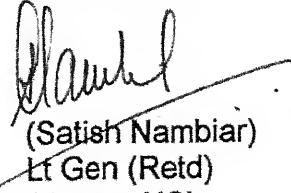


the USI was requested to arrange for accommodation for 3-4 days. While agreeing to this arrangement, at the suggestion of Shri NN Vohra, it was unanimously agreed that such proposals could be dealt with by the Director himself on a case by case basis, subject to getting the agreement of visiting scholars to deliver talks at the USI or conduct panel discussions on the subjects of their expertise.

(d) The Egyptian Ambassador had initiated a proposal for interaction with the National Centre of Military Studies in Cairo. Subsequently a representative of that Institute, Ambassador Omran El-Shafei together with Egyptian Ambassador called on the Director, and proposed that the USI depute a delegation to attend a Seminar in Cairo in the second week of May. The tentative dates and the proposed subjects for discussion were discussed at the meeting, and these are at Appendix 'A' attached. After unanimously endorsing this interaction, the Executive Committee agreed that a Sub Committee comprising Maj Gen SC Sinha, as the Chairman, together with Shri JN Dixit and the Director, would draw up a list of members who should constitute the team that may be deputed to represent the USI at the proposed seminar.

15. **Extension of Service - Special Case.** The Director apprised the Executive Committee that Shri Amar Singh who completes 72 years of age in April 2000 has made a request for extension of service with the USI. In view of Shri Amar Singh's loyal and dedicated service, and the fact that he continues to be an effective member of the staff, the Executive Committee authorised the Director to grant an appropriate extension to Shri Amar Singh as a special deserving case.

16. **Centre for Armed Forces Historical Research.** The Chairman apprised the Executive Committee that the proposal for the establishment of a Centre for Armed Forces Historical Research is under active re-consideration at the Army Headquarters and a revised formal proposal would be sent to the USI after taking into account the various views expressed at the last Council Meeting.



(Satish Nambiar)
Lt Gen (Retd)
Director USI
and Member Secretary

No. 1018/ECM/1/2000/USI

Dt. 24 Feb 2000

Appendix 'A'
(Refers to Paragraph 14(d)
of Minutes of the Executive
Committee Meeting Held on
18 Feb 2000)

PROPOSED SUBJECTS FOR A ROUND TABLE DISCUSSION

TO BE HELD AT NATIONAL CENTRE FOR MIDDLE EAST STUDIES, CAIRO

(Tentative Dates 08 - 10 May 2000)

1. "The Global Strategic Environment and Security Challenges in the First Quarter of the 21st Century".
2. "Regional Security Perspectives".
3. "Weapons of Mass Destruction, Missiles and International Security; Control Regimes; Nuclear Disarmament".
4. "South-South Cooperation".
5. "Bilateral Relations Between India and Egypt and How to Promote These Relations".

Hamid

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT THE USI ON THURSDAY, 27 APR 2000

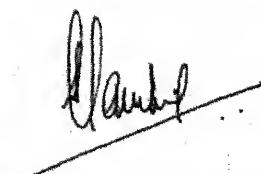
1. The following members are present

(a)	Maj Gen Mahesh Vij Offg D G M T	Chairman
(b)	Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	Member
(c)	Maj Gen Ian Cardozo, AVSM, SM (Retd)	"
(d)	Shri JN Dixit, IFS (Retd)	"
(e)	Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)	"
(f)	Maj Gen DK Palit, VrC (Retd)	"
(g)	Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	"
(h)	Maj Gen SC Sinha, PVSM (Retd)	"
(i)	Shri NN Vohra, IAS (Retd)	"
(k)	Lt Gen Satish Nambiar PVSM, AVSM, VrC (Retd) Director USI	Member Secretary

Item I - To Approve the Minutes of the Last Meeting Held on 18 Feb 2000

2. In reviewing the progress on the Minutes of the meeting held on 18 Feb 2000, the following aspects were elaborated upon by the Director:-

- The Draft Standard Operating Procedures (SOP) have been scrutinised by Maj Gen Ian Cardozo and returned together with comments. The Draft as put up is quite comprehensive and well compiled. The same will be brought up before the Executive Committee at the next meeting after more detailed scrutiny.
- The Security Studies Programme Sub Committee had a meeting on the subject, but is yet to finalise the list of members to undertake proposed studies on various subjects. The Executive Committee was informed that further discussions on the subject were necessary before a suggested list can be put up to the Executive Committee.



(c) In regard to the Capsule Course for senior media persons, the Executive Committee was apprised that a workshop was held on 03 Mar 2000, and the outcome of the discussions held, was forwarded by the Director to the Chief of the Army Staff. A copy of this letter was attached to the Agenda for this meeting. The Chairman apprised the members, that the Chief of the Army Staff was in general agreement with the contents of the Director's letter, and appropriate action is being taken by the Army Headquarters, including the dissemination of the views to Command Headquarters.

(d) The Finance Sub Committee after a meeting with the representatives of Residency Resorts Pvt Ltd on 08 Mar 2000, agreed that for the period 01 Apr 2000 to 31 Mar 2001, RRPL will continue to pay the existing amount of Rs. 5.50 lakhs per month as at present. However, it was also decided with RRPL that one third of the amount by which the yearly turnover exceeds Rs. 1.80 crores, would be paid to the USI.

(e) The Sub-Committee set up for the purpose of deciding participation at the seminar proposed to be held at the National Centre for Middle East Studies, Cairo (Egypt), has recommended that the following attend the seminar :-

- (i) Shri JN Dixit, IFS (Retd).
- (ii) Lt Gen VK Nayar, PVSM,SM (Retd).
- (iii) Maj Gen Afsir Karim, AVSM (Retd).
- (iv) Rear Adm KR Menon (Retd).
- (v) Air Cmde NB Singh (Retd)
- (vi) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd).

(f) The Director also apprised the Executive Committee that the cost of the air-fare for the travel of this delegation to Cairo and back, would be covered by the MEA.

3. The Minutes of the meeting of 18 Feb 2000 were then approved, proposed by Shri NN Vohra and seconded by Lt Gen VR Raghavan.

Item II - To Approve Membership Applications

4. The following applications for Associate Membership were approved after some discussion :-

- (a) Shri Sushant Sareen - Executive Editor POT Analyses and News Services.
- (b) Shri Ravindra Kumar - Managing Editor, the Statesman (Calcutta).
- (c) Shri R Chandrashekhar, AFHQCS - SO to COAS.
- (d) Shri VK Dabral, Lecturer School of Foreign Languages, MOD.
- (e) Shri Arvinder Singh-Writer.

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Item III - To Approve Additional Expenditure for Sewage Line

5. The Executive Committee approved an additional amount of Rs. 1,11,150/- towards the cost of External Sewage Line consequent to the revised estimates prepared by MES and HQ Delhi Area. This additional amount is to be deposited with the MES only after commencement of work under revised sanction.

Item IV - Security and Housekeeping Contracts

6. The Director apprised the Committee that the Security Contract with M/s Security and Vigilance Services is expiring on 06 Jun 2000 and the firm is interested in continuing with the contract with an escalation of Rs. 900/- monthly charges due to increase in minimum wages by the Delhi Administration. Similarly, the Housekeeping contract with M/s Jigson Enterprise expires on 15 Jun 2000, and the firm has expressed interest in continuing with the contract with an escalation of monthly charges of Rs. 2,500/- Both the firms have been executing the contract satisfactorily

7. However, another firm has also shown interest in the above contracts and offered marginally lesser rates. This aspect was discussed briefly. The Committee authorised the Director to take a decision in this regard taking into the account the performance of the existing contractors, and the aspect of entering into a new contract with a firm whose capability and performance is yet to be assessed.

Item V - To Consider the Proposal for the Establishment of the USI Centre for Armed Forces Historical Research (USICAFHR)

8. The revised proposal for the establishment of the USICAFHR was discussed in some detail. Since the USI Council has already approved of the establishment of such a Centre in principle at its last meeting, the Executive Committee unanimously approved the establishment of the Centre with immediate effect.

9. However, it was agreed that the draft constitution needed to be examined in greater detail in context of the following :-

(a) The Constitution itself should be considered as a draft for the first year or two of the functioning of the Centre to enable necessary flexibility in finalising its provisions. The composition of the Board of Management, in so far as senior retired officers to be nominated, could be decided by the Director in consultation with respective Service Headquarters and appropriate senior members of the Executive Committee.

(b) There was no need to specify inclusion of the Director Historical Division of MOD and Director Indian Council of Historical Research. This requirement could be met by providing for inclusion of "Representatives of Institutions involved in Historical Research", who may be co-opted from time to time at the discretion of the Board of Management.



(c) The Director will need to confirm from the Chairman Board of Management for the USI Centre for Research whether he would be prepared to take on the additional responsibility of overseeing functions of the USICAFHR during the first year of its operation.

(d) The aspect of provision of subordinate staff will need to be examined in detail.

(e) The aspect of naming of fellowship chairs as such could be re-examined in context of the fact that initially research work could be undertaken without such specific nomination.

(f) The aspect of payment of fellowship grants would need to be re-examined in context of the proposed revision of the procedure for award of grants at the USI Centre for Research. In this context, it was suggested by a couple of members that it may be useful to check with the Auditors whether such grants could be made free of Income Tax to the recipient.

10. The Chairman apprised the Executive Committee that with this endorsement for the setting up of the Centre, Army HQ would be in a position to pursue the aspect of allocation of grants to the USI for the establishment of the Centre.

11. The Committee unanimously endorsed Shri NN Vohra's suggestion that the VCOAS in his capacity as the President of the USI Council, use the opportunity provided by the setting up of the Centre, to prevail on the Ministry of Defence to transfer to the USI all historical records, books, documents and other such material that were in the custody of the erstwhile Historical Section. He further suggested that the Ministry of Defence be asked to transfer to the Colonel Pyara Lal Memorial Library at the USI, all the books that are stacked in disuse in the basement of South Block.

Item VI - Establishment of an International Peacekeeping Centre Under the Aegis of the USI

12. The Director apprised the Executive Committee that at a meeting held under the chairmanship of the COAS on 21 Feb 2000, at which representatives of MEA and MOD were also present, the aspect of setting up an International Peacekeeping Centre at Delhi was discussed in some detail. The consensus that emerged was that it may be premature to set up a full-fledged institute at this point of time. A suggestion was made at the meeting that such a Centre could be established under the aegis of the USI with support provided for practical training at the RAJ RIF Centre and by other agencies of the Army.

13. In pursuance to this decision, the proposal sent to the USI envisages the establishment of an International Centre for Peacekeeping under the USI with the following parameters :-

- (a) Workshops, capsules and seminars to be conducted at the USI.
- (b) Practical training be conducted at the RAJ RIF Centre.

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- (c) Such training would be for our own contingents and personnel proceeding on peacekeeping missions as also representatives from foreign countries who express interest in availing of these facilities.
- (d) Appropriate funding would be arranged by the MEA; this would be obtained by the ADGSD and sent to the USI. Accounting of these funds would be under a separate head.
- (e) Staff for day-to-day functioning, evolution of doctrine, preparation of training material and organisation of capsules, seminars and courses, would be made available by Army HQ, and would work under the Director USI.
- (f) A start would be made with the proposed international seminar being organised by the USI in Sep 2000, and further pursued with a workshop capsule in Nov/Dec 2000.
- (g) Research material, documents and books on the subject of peacekeeping, could preferably be separately stacked in the Col Pyara Lal Memorial Library, for ease of reference.

14. The designation of the Centre was discussed briefly and one of the suggestions made was that it could be designated as "United Service Institution of India International Centre for Peacekeeping Studies (USI ICPKS).

15: It was agreed that the Centre be run by a Board of Management under the USI Council composed as under :-

- (a) Chairman - VCOAS.
- (b) Nominated members - Lt Gen AS Kalkat and Vice Adm IJ Bedi.
- (c) Ex-officio members - ADGSD, Members of the JTC, Rep MEA UN Div, Rep MOD, Rep ARTRAC.
- (d) Director, USI.
- (e) Co-ordinator of the Centre; who will also act as Secretary to the Board.

16. The above proposals were discussed at some length, after which the Executive Committee approved the establishment of the International Centre for Peacekeeping Studies and Training at the USI. It was agreed that details on the subject would be finalised by the Director in consultation with ADGSD at Army HQ, and the Executive Committee periodically apprised of the progress. Formal ratification of the proposal by the USI Council would be obtained at its next meeting in December 2000.

Chairman

Item VII - Additional Points

17. Maj Gen Ian Cardozo raised a point for consideration regarding Service personnel handicapped as a result of injuries suffered while in service. He apprised the Executive Committee that whereas, despite a request made by him to Army HQ in regard to provision of some separate facilities for such personnel at various Army institutes and establishments, no response had been forthcoming. However, mere mention of this requirement to the Director of USI had elicited a positive response in that, special parking space had been earmarked for handicapped personnel, and ramp facilities provided for entering the premises when required. He urged the members of the Executive Committee to use their influence with Service HQ to ensure that such facilities and other similar requirements are catered for to assist handicapped personnel.



(Satish Nambiar)
Lt Gen (Retd)
Director, USI

File No.1018/USI/ECM/2/2000

Dated : 02 May 2000

UNITED SERVICE INSTITUTION OF INDIA

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT

1100 HRS ON FRIDAY 23 JUN 2000

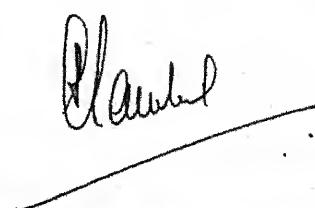
1. The following members were present :-

(a)	Maj Gen Mahesh Vij Offg D G M T	Chairman
(b)	Cmde AS Bajwa D N T	Member
(c)	AVM MS Brar, AVSM, VM A C A S (Trg)	"
(d)	Shri JN Dixit, IFS (Retd)	"
(e)	Maj Gen SC Sinha, PVSM (Retd)	"
(f)	Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary
(g)	Maj Gen AK Sarvate Incoming DGMT	In attendance

Item I - To Approve the Minutes of the Meeting Held on 27 Apr 2000

2. In reviewing the progress on the Minutes of the meeting held on 27 Apr 2000, the following aspects were elaborated upon by the Director :-

- The Security Contract has been renewed with the existing agency with a marginal increase of Rs.900/- per month.
- House Keeping Contract has been awarded to new agency at a lower rate than was being paid earlier.
- Further action on the establishment of the USI Centre for Armed Forces Historical Research, in regard to provisioning of staff and funding is to be pursued by Army Headquarters. In the meanwhile, the Board of Management for the USI Centre for Research has agreed to undertake similar functions in regard to the Centre for Armed Forces Historical Research, for a year.



(d) A cell comprising two officers from the Directorate of Management Studies has been attached to the USI as part of the Centre for International Peace Keeping. Details of additional staff and so on, need to be worked out in due course. The funding aspect is apparently being pursued by Army Headquarters. In the meanwhile, preparations are under way for the proposed International Seminar to be conducted at the USI from 13-15 September 2000.

3. During the discussion that followed the briefing by the Director, it was suggested that a case be pursued with Army Headquarters for the allocation of additional land contiguous to the USI, to cater for further expansion of facilities in due course when these various additional centres begin functioning to full capacity.

4. The Minutes of the meeting of 27 Apr 2000 were then approved; proposed by Shri JN Dixit and seconded by Maj Gen SC Sinha.

Item II - To Consider Membership Applications

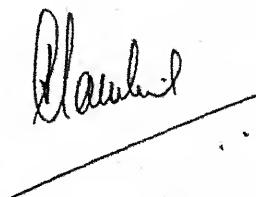
5. The following applications were approved after consideration :-

- (a) **Life Membership.** Shri Arun Kochhar. ARC (R&W) pilot.
- (b) **Ordinary Membership.**
 - (i) Shri Rajeev Tandon, IRS (IC&CE). Dy Secy on deputation with R&AW.
 - (ii) Shri Robinder Ohri, RAS (Retd) Former Addl Secy R&AW.
 - (iii) Dy Comdt Neeraj Sharma, Coast Guard.
- (c) **Associate Membership.**
 - (i) Shri Virender Mohan, Chief Editor and GM of UNI.
 - (ii) Shri NN Khamitkar, (Indian Engineering Services) DDG MHA.

Item III - To Approve the Following Maintenance/Service Contracts

6. The following Maintenance/Service Contracts were approved :-

- (a) **Annual Maintenance Contract for Central AC Plants and Associated Equipment.** To M/s Blue Star @ Rs.2,08,725 which is an escalation of 10% over the previous year.
- (b) **Annual Maintenance Contract for PA Equipment.** To Sleek Sales @ Rs. 50,000 per month; the same rate as the current year.
- (c) **Electrical Services Contract.** To Mohans Enterprises @ Rs.18,700 per month; an escalation of 10%.



7. While discussing this aspect, members suggested that the escalation factor should conform to what is generally practiced in this regard.

Item IV - Appointment of Librarian

8. The Executive Committee endorsed the suggestion of the Director, that Shri IR Kumar be interviewed by a Selection Sub-Committee to assess his suitability for appointment as the Librarian. Maj Gen SC Sinha agreed to serve on the Selection Sub-Committee together with the DGMT and the Director and the Dy Dir & Editor.

Item V - Studies Concerning Review of the Management of Defence

9. The Director apprised members that Shri Arun Singh who has been nominated as the Chairman of the Task Force for the Defence aspects, had requested the USI to undertake the following two studies :-

- (a) Requirements for upgrading personnel motivation, training and skills on a continuous basis.
- (b) Inter-se relativity between civilian and military hierarchies.

10. These studies are being pursued by the following members of the USI:-

- (a) Lt Gen RN Mahajan, PVSM, VSM (Retd).
- (b) Lt Gen MM Lakhra, PVSM, AVSM, VSM (Retd).
- (c) Rear Adm Krishan Dev, AVSM (Retd).
- (d) Air Vice Marshal Viney Kapila, AVSM, VrC (Retd).

11. Once the Study Group compiles its initial findings, it is proposed to have a Panel Discussion on the subject at the USI on 04 Jul 2000 prior to the finalisation of the Report. The report as such is intended to be presented to the Task Force at 1000 hrs on 03 Aug 2000.

Item VI - Security Studies

12. The Executive Committee generally approved the recommendations of the Director regarding the Constitution of Study Groups for the following projects :-

- (a) Strategy to deal with J&K.
- (b) Restructuring of Higher Defence Organisation.
- (c) Weapons of Mass Destruction.
- (d) Development of a Security Relationship with ASEAN Countries.

13. The members, however, were of the view that the composition needs to be further broad based in order to make the studies more meaningful. Some of the names that were suggested in this regard were as follows :-

- (a) J&K. Shri Manoj Joshi, Shri Sanjay Baru, Shri MJ Akbar, and Maj Maroof Raza.
- (b) Higher Defence Organisation. Vice Adm PS Das, Shri C Raja Mohan and Dr K Santhanam.
- (c) ASEAN. Dr IP Khosla, Shri G Parthasarthy, Shri Malik, Vice Adm PS Das and Admiral VS Shekhawat.

14. It was also suggested that efforts be made to determine names of distinguished economists including those dealing with Maritime Trade, who would be prepared to associate themselves with the Study on the 'Developments of a Security Relationship with ASEAN Countries'. It may be useful to check with Shri Tarun Dass, DG CII, as also with Mr Bob Morari who is associated with the FICCI.

Item VII - To Consider the USI Standing Orders.

15. The Executive Committee approved the suggestion of Maj Gen SC Sinha that since the USI Manual did not contain any changes to the Rules and Bye Laws of the Institution, and was purely a document that sets out details of functioning of the Staff of the USI, the Director may be authorised to issue the same on finalisation. The Committee unanimously endorsed the suggestion.

Item VIII - Points by the Director

16. Interaction with Pakistani Institutes and Retired Military Personnel. A suggestion had been received that the USI as an Institution could initiate interaction with similar Pakistani Institutes as also retired military personnel. The suggestion was discussed in some detail, and it was unanimously agreed that such interaction would be useful to promote a better climate of cooperation and understanding between the intelligentsia of both countries. In due course, should the activity prove useful and the climate of cooperation between the two countries allow, it may well provide a useful forum for interaction even between serving personnel of the Armed Forces of the two countries.

17. Conduct of Familiarisation Capsules for Parliamentarians. The second suggestion that has been received was for the conduct of Short Capsules to familiarise Parliamentarians particularly those who are members of the Standing Committee on Defence, with the basic organisations, functions and structure of the Indian Armed Forces. To facilitate this, it may also be possible to coopt the assistance of Members of Parliament from the Armed Forces community, like General S Roychowdhury, Lt Gen SP Tripathi and Maj Gen BC Khanduri. The Executive Committee endorsed the suggestion, and authorised the Director to work-out further details in this regard, and pursue action accordingly.



18. **Publicity for Rear Adm KR Menon's Book "A Nuclear Strategy for India".** At the request of the Director, the DGMT, DNT and ACAS (Trg) agreed that they would forward the "Flyers" pertaining to the book to various Institutions, Units and formations encouraging the purchase of the book. In discussing the subject further as to whether there was any merit in the conduct of brief packages on the aspect of India's nuclear capability and associated aspects for serving personnel, the Directors of Training were of the view that since appropriate action is being taken by the respective Services themselves, there is no need for any action to be taken in this regard by the USI.

19. **Brig RP Sinha's Request for Recommendation of His Application.** The Executive Committee approved endorsement of recommendation by the Director on an application being submitted by Brig RP Sinha (Retd), Life Member, for financial assistance from the 'BP Koirala - India-Nepal Foundation' for his study on the 'Role of Gorkha Soldiers and Ex-Servicemen in Indo-Nepal Relations'.

Item IX - Vote of Thanks

20. The Members of the Executive Committee conveyed their congratulations and best wishes to the Chairman on his approval of promotion to the next rank, and expressed their gratitude to him for his contributions to the deliberations at the USI during his tenure as the DGMT.



(Satish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

File No.1018/ECM/ /USI
Dated : 30 Jun 2000.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD AT
1030 HRS ON THURSDAY 24 AUG 2000

1. The following members were present :-

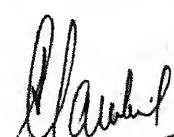
(a) Maj Gen AK Sarwate Offg DGMT	Chairman
(b) Crnde AS Bajwa D N T	Member
(c) AVM Manprit Singh Brar, AVSM, VM ACAS (Trg)	"
(d) Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	"
(e) Maj Gen Ian Cardozo, AVSM, SM (Retd)	"
(f) Maj Gen SC Sinha, PVSM (Retd)	"
(g) Shri NN Vohra, IAS (Retd)	"
(h) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director USI	Member Secretary

2. At the commencement of the meeting a minute's silence was observed as a tribute to Brig YP Dev, the erstwhile Chief Instructor who passed away on 01 Aug 2000 while on a private visit to the USA. Members of the Committee placed on record their deep appreciation of Brig Dev's significant contribution to the activities of the USI during the decade or so that he served as the Chief Instructor.

Item I - To Approve the Minutes of the Last Meeting Held on 23 Jun 2000

3. In reviewing the progress on the Minutes of the meeting held on 23 Jun 2000, the following aspects were elaborated upon by the Director :-

(a) A letter had been addressed to the Chief of the Army Staff in regard to the allocation of additional land contiguous to the USI to cater for further expansion of activities in due course when various additional commitments being given to the USI begin to work at full capacity. A response has since been received from the QMG stating that no additional land is available for allocation. In the brief discussion that followed these clarifications, it was decided that Maj Gen SC Sinha would use his personal influence with the QMG to have the position reviewed.



(b) Shri IR Kumar has been appointed as Librarian wef 13 Jul 2000. He is to be on probation for six months.

(c) A Study Group presentation to the Task Force reviewing the Management of Defence was made to the Chairman and other members on 03 Aug 2000. The Executive Committee members requested that a copy of the report submitted in this regard be given to them.

(d) No progress has yet been possible on the Security Studies programme due to various other commitments. However, it is hoped that at least on the aspects of "A Strategy for Jammu & Kashmir" and on "Weapons of Mass Destruction", efforts will be made to assemble the groups of members at an early date.

4. The USI manual has been studied and is now being retyped. It will be put up at the next meeting of the Executive Committee for further endorsement of the Council.

5. In so far as USI interaction with institutions based in Pakistan is concerned, a brief discussion had been held by the Director with the Pakistani Defence Adviser in Delhi, who, besides suggesting names of institutions based in Pakistan, had also offered his assistance in establishing communication with such institutions. However, the Director clarified that in view of the adverse developments in Jammu and Kashmir in the last few weeks, he has put this process on hold for the time being. It could be revived depending on the situation. While on the subject, the Director clarified that a team from the Islamabad Policy Research Institute headed by Brigadier Shaukat Qadir, would be interacting with some of our members at the USI on the afternoon of 25 Aug 2000.

6. Work on the contents of the Training Capsule for Members of Parliament has been temporarily held up due to the unfortunate demise of the Chief Instructor, Brig YP Dev. It is intended to co-opt the assistance of couple of our senior members together with MPs like Generals S Roychowdhury, BC Khanduri and SPM Tripathi to facilitate the process.

7. The Minutes of the meeting of 23 Jun 2000 were then approved; proposed by Vice Adm Inderjit Bedi and seconded by AVM MS Brar.

Item II - To Consider Membership Applications

8. The following applications for Associate Membership were approved after consideration:-

- (a) Dr Anita Nahal Arya.
- (b) Ms Mamta Sharma.
- (c) Shri Pinaki Bhattacharya.
- (d) Shri Kunal Verma.



9. The members asked the Director to personally interview Shri Nalin Mehta and Ms Sumona Dasgupta, the other two applicants, to ascertain their appropriateness for admission as Associate Members. Subject to satisfying himself in this regard, he was authorised to endorse their applications accordingly.

Item III - To Approve Purchase of Two Air Conditioners

10. The Committee approved the purchase of two air conditioners for computer rooms that have been set up for the editorial and administrative work at the USI.

11. The Committee also unanimously expressed the view that in all cases where expenditure falls within the Director's financial powers, and budgetary provisions have been made, there was no requirement to bring up such purchases for consideration by the Executive Committee.

Item IV - Review of Corporate Membership Fees for Diplomatic Missions from SAARC Countries

12. A suggestion was made by Maj Gen SC Sinha for reduction of Corporate membership registration fees to be charged from the diplomatic missions of SAARC countries. It was decided after some discussion, that in context of the various suggestions offered, an appropriate Agenda Point be put up at the next meeting of the Executive Committee for consideration by the Council at its meeting in December 2000. It was agreed that the Director would consult Maj Gen SC Sinha before drafting the Agenda Point.

Item V - Director's Points

13. **Centre for International Peacekeeping.** The Director apprised the members that action is well in hand in regard to the establishment of the Centre. Two officers from the Staff Duties Directorate (Management Studies) were on attachment to the USI to assist in the setting up and running of the Centre. Funds for the Centre are, however, awaited from the MEA. In the meanwhile, preparations for the conduct of an International Seminar on "UN Peace Keeping" from 13 to 15 Sep 2000 are well under way; approximately 30 participants from abroad are expected and a similar number of Indian participants are expected to attend. USI members are being invited to attend the Inaugural and Closing Sessions.

14. **Correction of Part 'B' Papers.** The correction work of Part 'B' papers for which the USI has been tasked, is proceeding satisfactorily. Appropriate feed back is being obtained from all concerned to further streamline the process.

15. **DSSC Contact Programme.** This programme was conducted satisfactorily from 07 to 12 Aug 2000. 33 students took part in the programme.



16. Renewal of Maintenance Contracts. The following maintenance contracts have been renewed :-

- (a) EPABX. Rs.24,500/- PA; no escalation.
- (b) Lift. Rs 22,932/- PA; 7.5% escalation plus 4% tax imposed by Delhi Govt from this year.
- (c) Generators Servicing. Rs 33,000/- PA; 6.45 % escalation after three years.

17. Audit for 1999-2000. The audit of USI accounts for 1999-2000 has been completed and the report received on 22 Aug 2000. No major observations have been raised. It is proposed that the Finance Sub Committee examine the audited accounts and revised estimates before the same are put up to the Executive Committee at the next meeting.

18. USI Centre for Armed Forces Historical Research. The contribution of Naval Headquarters towards the establishment of the Centre has been received. Similar action is awaited from Army and Air Force Headquarters as also the positioning of appropriate staff for the purpose. ACAS (Trg) made the point that Air Force contribution has been sent and should be reaching the USI.

19. Extension of Contract of Residency Resorts Private Ltd. The subject of extension of the contract of Residency Resorts Pvt Ltd was briefly discussed. The Finance Sub Committee was authorised to examine the aspect in more detail and also finalise the draft of a fresh contract deed between the USI and the RRPL, to include aspects of a realistic financial rebate for the USI.

20. Appointment of Chief Instructor. Six applications have been received for the post of Chief Instructor. The Selection Sub Committee comprising Offg DGMT as the Chairman, Vice Adm Inderjit Bedi and the Director was requested to assemble at the earliest convenient date to select and make the appropriate appointment.

21. MacGregor Medal Case. The Director drew attention of the Committee to a decision on awarding of MacGregor Medal to Sqn Ldr RTS Chinna and to Lt Col NJ Kargaonkar. The matter was to have been deliberated upto by the JTC again and recommendations made to the Executive Committee. This has not yet been received. The three Directors of Training were therefore requested to ascertain the latest position in this matter and apprise the Director so that the point could be appropriately discussed at the next meeting and the award of medal made at an early date.

Item VI - Any Other Points

22. Vice Adm Inderjit Bedi clarified the aspect of USI response to the point made by the Vice Chief of the Naval Staff in regard to sponsoring service officers for pursuing studies in India and abroad. The Director expressed his regrets at not having recorded this aspect in the Minutes of the previous meeting. He clarified that at the meeting of the Executive Committee on 23 Jun 2000, the subject had been discussed in some detail. Whereas all members of the Committee recognised the merits of the proposal and the fact that it would greatly assist our Service officers in broadening their views, the unanimous view was that the USI cannot undertake

funding of such activity. He read out the contents of his letter No.1201/Spns-Courses/NHQ/USI dated 19 Jul 2000 which had been addressed to the Vice Chief of the Naval Staff. A copy of the letter is attached to these Minutes.

23. Vice Adm Inderjit Bedi also suggested that in view of the reduction of rates for Internet facilities, the Director may review the rates being charged in the USI Library for use of these facilities by members of the Institution.

24. On a suggestion made by Maj Gen SC Sinha, it was decided that in future Executive Committee meetings would be scheduled at 1100 hrs so that members attending could be spared the need of driving at peak hours.



(Satish Nambiar)
Lt Gen (Retd)
Director USI and
Member Secretary

File No. 1018/ECM/4/USI
Dated : 31 Aug 2000

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD AT 1100 H ON FRIDAY, 20 OCT 2000

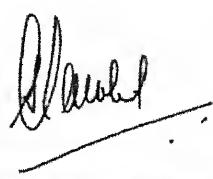
1. The following members were present :-

(a)	Maj Gen AK Sarwate Offg DGMT	Chairman
(b)	Cmde AS Bajwa DNT	Member
(c)	Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	"
(d)	Maj Gen Ian Cardozo, AVSM, SM (Retd)	"
(e)	Shri JN Dixit, IFS (Retd)	"
(f)	Maj Gen DK Palit, VrC (Retd)	"
(g)	Maj Gen SC Sinha, PVSM (Retd)	"
(h)	Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	"
(i)	Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

Item I - To Approve the Minutes of the Last Meeting Held on 24 Aug 2000

2. In reviewing the progress on the Minutes of the meeting held on 24 Aug 2000, the following aspects were elaborated upon by the Director and discussed where applicable:-

- (a) The aspect of allocation of additional land contiguous to the USI is being pursued by Maj Gen SC Sinha with the QMG.
- (b) It has not yet been possible to pursue the aspect of the Security Studies programme. Further efforts will be made.
- (c) The USI Manual is in the process of being completed and the draft would be put up at the meeting of the Council.
- (d) In regard to interaction with the institutions based in Pakistan, the Director clarified that the process has been withheld for the time being and would be reviewed later. In the meanwhile some of our members are interacting in other groups in their individual capacity, not connected with the USI.



(e) The aspect of running capsules for Members of Parliament will be pursued in consultation with former Service personnel who are in Parliament.

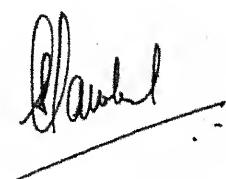
(f) The Centre for United Nations Peace Keeping has commenced its activities with the release of a brochure by the Chief of the Army Staff and the conduct of an International Seminar on 'UN Peace Keeping' from 13 Sep to 15 Sep 2000. The seminar was well attended and greatly appreciated by all the participants. The Director drew attention of the members of the Executive Committee to the expenditure incurred on the conduct of the seminar amounting to Rs.3.84 lakhs. This will be more than adequately covered by the grant of Rs.5 lakhs being made by the MEA for which sanction has apparently been accorded. The money is, however, yet to be received. The Director further clarified that notwithstanding the initial enthusiasm in regarding to setting up of the UN Peacekeeping Centre, there has not been much progress in regard to the allocation of funds for the purpose by the MEA due to observations raised by the MEA (Finance). He was, therefore, of the view that further expenditure in regard to conduct of the activities of the Peace Keeping Centre only be pursued after receipt of adequate funds from MEA and positioning of staff by the Army Headquarters. This was agreed to by the members of the Executive Committee.

(g) The correction of Promotion Examination Part 'B' papers was conducted satisfactorily and completed well before the stipulated date. A total of 15008 answer books were corrected by 44 Directing Staff arranged by the USI. The Offg DGMT has since requested the USI to undertake the task of correction of Promotion Examination Part 'D' papers with effect from 01 Nov 2000. Action in this regard is in hand.

(h) Contributions from all the three Service Headquarters have been received for the USI Centre for Armed Forces Historical Research; namely, Rs.35.70 lakhs from the Army, Rs.4.20 lakhs from Air Force, and Rs.2.10 lakhs from the Navy. A new bank account has been opened, and money has since been invested with HDFC Limited. The actual functioning of the Centre will be contingent on positioning of staff for the purpose.

(i) Applicants for the post of Chief Instructor were interviewed by the Selection Sub-Committee on 07 Sep 2000, and Brig MS Choudhary has since been appointed.

(k) Members of the JTC were again reminded of the need for processing the case regarding award of MacGregor Medal to Sqn Ldr RTS Chinna and Lt Col NJ Kargaonkar.



(i) The rates for use of Internet facilities in the USI Library have been reduced w e f 11 Sep 2000.

3. The Minutes of the meeting of 24 Aug 2000 were then approved; proposed by Maj Gen DK Palit and seconded by Shri JN Dixit.

Item II - To Consider Membership Applications

4. The following applications for Associate Membership were approved after consideration :-

- (a) Shri Gautam Chikermane.
- (b) Shri R Kannan.
- (c) Shri Rahul Roy-Chowdhury.

Item III - To Approve Expenditure on Security Fencing

5. The Executive Committee discussed the proposal in some detail and finally approved the expenditure (approximately Rs. 3 lakhs) for installation of iron spikes on the boundary wall on three sides other than the one contiguous to AWWA hostel. It was, however, stressed that the work should be done keeping in mind aesthetic requirements. It was suggested that some form of lighting may provide greater security in terms of a deterrent value.

Item IV - To Approve the Extension of Residency and Restaurant Contract with Residency Resorts Private Ltd Based on a Revised Agreement

6. The revised agreement for the contract to be entered into with Residency Resorts Private Ltd, was discussed in some detail. The agreement has already been scrutinised by the Legal Adviser and the Finance Sub Committee. It was agreed that the contract will be made effective from 01 April 2001 for a period of four years. Whereas the Finance Sub Committee had suggested that the amount to be paid to the USI during 2001-2002 be the same as at present, namely, Rs.5.50 lakhs per month, to be valid for one year only, the Operator had requested that this be made applicable for a period of two years, namely, from 01 April 2001 to 31 March 2003. After some discussion, the Executive Committee approved that, subject to the provision that in case yearly turn-over is in excess of Rs.1.80 crore, one-third of the amount will be paid to the USI in addition to the monthly rebate of Rs.5.50 lakhs per month, the existing rebate may be made applicable for a period of two years from 01 Apr 2001 to 31 March 2003.

Item V - To Approve the Writing Off of Library Books

7. The Executive Committee approved writing off the cost of library books amounting to Rs.12,798/- It was, however, suggested that an effort be made to replace as many of these as considered appropriate, by repurchase.

Item VI - To Approve the Audited Accounts for 1999-2000

8. The audited accounts for 1999-2000 together with Audit Report and Director's Comments were examined by the Executive Committee and briefly discussed. These had already been scrutinised by the Finance Sub Committee. After some discussion and clarifications, these were approved subject to the following :-

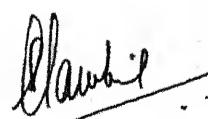
- (a) It was suggested that on the MacGregor Medal account schedule, the number of Gold medals available in stock be reflected.
- (b) In regard to CCI investments, it was suggested that efforts be made through informal channels to try and get the USI dues from this sick public sector unit. Shri JN Dixit agreed to make some efforts in this regard.
- (c) It was suggested that the scope for Postal Investments be examined.
- (d) The desirability of closing USI accounts with Syndicate Bank South Block Branch be considered. Equally, the desirability of having some accounts with another bank like State Bank of India in proximity of the premises be considered.

Item VII - To Approve the Revised Estimates for 2000-01 and Budget Estimates for 2001-02

9. The Revised Estimates for 2000-01 and Budget Estimates 2001-02 which had already been scrutinised in detail by the Finance Sub Committee, were approved. Vice Adm Inderjit Bedi suggested that the anticipated grant of Rs.5 lakhs from the MEA for the conduct of UN Peace Keeping Seminar be reflected in the income in the Revised Estimates 2000-01.

Item VIII - To Approve the Agenda of the Council Meeting to be Held on 20 and 21 December 2000

10. The draft Agenda for the USI Council Meeting was considered by the Executive Committee and approved with the following modifications :-



(a) Item XII. Point submitted by Maj Gen SC Sinha in regard to reduction of Corporate Membership fee for SAARC countries, was withdrawn by him after some discussion.

(b) Item XIII. The point submitted by Lt Gen Mathew Thomas in regard to the need for inclusion of political education for officers at various levels in the Armed Forces, was not accepted for inclusion. He may be informed accordingly.

Item IX - Additional Points

11. Interaction with National Centre for Middle East Studies, Cairo. The Director apprised the members that a return visit by members of the National Centre for Middle East Studies, Cairo, to the USI, has been proposed during the period Sep-Oct 2001. Local hospitality for the visiting delegation would be covered by the USI. This has already been budgeted for.

12. Cantonment Board Letter Regarding Property Assessment. The Director apprised the Executive Committee about the receipt of a letter from the Cantonment Board showing proposed assessment of Rs.50 lakhs. An appropriate letter has been sent to the Cantonment Board that since we are a non-public fund regimental and educational institution of the Armed Forces of India, set up for the Armed Forces, we should be exempted from the payment of any tax levies. The GOC Delhi Area has also been approached to assist in the matter through the Station Commander.

13. Extension of Appointments. The Committee approved the continuance of Maj Gen YK Gera as Dy Dir & Editor and Col VK Singh as Dy Dir (Adm) for a further period of four years up to 31 Dec 2004.

14. Directing Staff Remuneration. The proposal for the revision of Directing Staff remuneration for setting of papers by the Directing Staff, and their correction work was approved. It was agreed that Course fees should not be increased for the present. Revised rates for remuneration for the work undertaken by the Directing Staff for the activities conducted by the Courses Section, as approved, are as follows :-

A handwritten signature in black ink, appearing to read "Mathew", is written over a diagonal line.

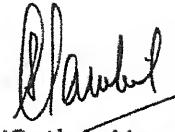
(a) Setting Test Papers/Answers (Per Paper)

		<u>Existing</u>	<u>Recommended</u>
(i)	Promotion Examination Part B	Rs. 600	Rs. 1,000
(ii)	Promotion Examination Part D	Rs. 600	Rs. 1,200
(iii)	DSSC (Army/Navy/Air Force)/ TSC Entrance Examinations (Less Tac B Paper)	Rs. 700	Rs. 1,500
(iv)	DSSC (Army) Entrance Examination Tac B Paper	Rs. 700	Rs. 2,000

(b) Correction of Answer Books (Per Question Paper)

		<u>Existing</u>	<u>Recommended</u>
(i)	Promotion Examination Part B	Rs. 15	Rs. 25
(ii)	Promotion Examination Part D	Rs. 20	Rs. 30
(iii)	DSSC (Army/Navy/Air Force)/ TSC Entrance Examinations (Less Tac B Paper)	Rs. 25	Rs. 40
(iv)	DSSC (Army) Entrance Examination Tac B Paper	Rs. 30	Rs. 60

File No.1018/ECM/5/USI
Dated : 31 Oct 2000.


(Satish Nambiar)
Lt Gen (Retd)
Director USI and
Member Secretary

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 16 FEBRUARY 2001 AT 1100 H AT USI

1. The following members were present :-

(a)	Maj Gen Avinash K Sarwate Offg DGMT	Chairman
(b)	AVM Manprit Singh Brar, AVSM, VM ACAS (Trg)	Member
(c)	Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	Member
(d)	Maj Gen Ian Cardozo, AVSM, SM (Retd)	Member
(e)	Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)	Member
(f)	Lt Gen VR Raghavan, PVSM, UYSM, AVSM (Retd)	Member
(g)	Maj Gen SC Sinha, PVSM (Retd)	Member
(h)	Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

**Item I - To Approve the Minutes of the Last Meeting Held on 20 Oct 2000 And
To Review The Progress On The Minutes Of The Council Meeting Held On
20 Dec 2000.**

2. The Director apprised members that he had written a letter to the Chief of the Army Staff on the subject of allocation of additional land contiguous to the USI, and suggested that the matter be pursued further with the QMG by Maj Gen SC Sinha.

3. On the subject of pursuing the Security Studies programme, the Director made the following suggestions which were endorsed by the members of the Executive Committee after some discussion :-

- (a) Two studies be undertaken by nominated members in Delhi, one on "A Strategy for J&K" and the second on the "Threat Perception to India's Security from Weapons of Mass Destruction".
- (b) Similar studies be undertaken by selected groups of members at Pune, Chandigarh and Bangalore in the first instance; then be extended to other stations later. The subjects for study, nomination of coordinators for each, and the members of the groups be undertaken by the Director in consultation with selected members from the respective stations, and with members of the Executive Committee.



(c) Groups nominated for the respective studies be asked to complete the same within a period of two to three months after which presentations could be organised in each of the stations for a wider membership, and the comments made/observed at that time be incorporated where applicable to review the studies. Subsequently, one or two members of each group could be requested to visit others stations to allow a wider range of our members to share the results of these studies.

(d) Members undertaking these studies be compensated adequately for their time and effort.

4. The pace of activities of the Centre for United Nations Peacekeeping has been tardy due to lack of progress in allocation of funds. However, it is understood that the Ministry of External Affairs and Army Headquarters are evolving means of making necessary resources available to the USI. In the meanwhile, the Director apprised the Committee members that an approach has been made by the Institute for National Strategic Studies/National Defence University, Washington to conduct a joint seminar with the USI, to which a positive response has since been sent by the Director. Such a seminar would possibly be organised in Washington some time in May this year concurrent with the symposium jointly organised by the IDSA and INSS.

5. Some of the books which were written off from the Library inventory on the approval of the Executive Committee, have since been replaced with the purchase of fresh copies.

6. The Director apprised the Committee that speakers and writers for various events during 2001 as approved by the Council at its meeting on 20 December 2000, have been formally approached.

7. The Committee was informed that Lt Gen Mathew Thomas nominated as the Chairman of the USI Centre for Armed Forces Historical Research has perused the file papers on the subject. It is intended to convene a meeting of the Board of Management in the near future to formalise the Constitution of the Centre and commence activities.

8. The USI Website was in the final stages of preparation and would be ready in the next couple of weeks. It was suggested by Lt Gen VR Raghavan that a summary of the contents of the various events conducted at the USI from time to time be placed on the site as it would be of interest to those who access the site.

9. The minutes of the meeting of 20 Oct 2000 were then approved : proposed by Vice Adm Inderjit Bedi and seconded by Maj Gen SC Sinha.

Item II - To Consider Membership Applications

10. The following applications were approved after consideration :-

(a) Life Membership. Ms Vandana Srivastava, IDAS, CDA Guwahati.



- (b) Ordinary Membership. Mr SK Gupta, Addl Chief Engr, DRDO.
- (c) Associate Membership.
 - (i) Dr Sangeeta Thapliyal, Project Officer Delhi Policy Group.
 - (ii) Ms Seema Gahlaut, Associate Director South Asia Programme, University of Georgia.
 - (iii) Dr DP Semwal, IRS, Addl Commissioner of Income Tax.
 - (iv) Shri YK Talwar, Central Sectt Service, Under Secy, MOD.

11. The Director was asked to meet the two other applicants for Associate Membership, namely, Shri VA Gupta and Dr Raj Kumar to satisfy himself about their credentials. He was accorded the discretion to accept their membership applications subject to satisfying himself.

12. In so far as the application of Ms Seema Gahlaut for Associate Membership was concerned, whereas the application was approved, the Executive Committee was of the view that it should be clarified that the acceptance of her membership was subject to her retention of Indian citizenship.

Item III - To Sanction White Washing and Painting Expenditure

13. The Executive Committee accorded covering sanction for the expenditure incurred on white washing and painting at the USI at a cost of Rs. 2,07,027/-.

Item IV - To Sanction Security Fencing Expenditure

14. The Executive Committee accorded sanction for the work of installing security fencing at a cost of Rs. 3,44,754/- .

Item V - Library Automation

15. The Executive Committee after some discussion, accorded sanction for an approximate financial outlay of Rs. 8,00,000/- as under for the automation of the Library to be undertaken on a turn key basis :-

(a) Software	-	Rs. 1,85,000
(b) Data Entry	-	Rs. 1,65,000
(c) Scanning of Rare Books and converting to CD	-	Rs. 50,000
		Rs. 4,00,000
(d) Hardware	-	Rs. 4,00,000
		Rs. 8,00,000

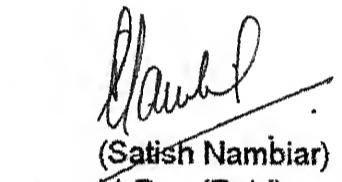


16. While on the subject, queries were raised on the following two aspects which need to be examined :-

- (a) Access to the library records from outstation; whether this would be feasible or not ? Raised by Maj Gen Ian Cardozo.
- (b) Whether the financial outlay would cover the costs of training of library staff for the operating of the software and whether there would be commitment for annual maintenance? Raised by Vice Adm Inderjit Bedi.

17. The Director apprised the Committee that both the above aspects would be examined while finalising the project.

1018/ECM-1/USI/2001
22 Feb 2001


(Satish Nambiar)
Lt Gen (Retd)
Director USI and
Member Secretary

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 22 JUNE 2001 AT 1100 H AT THE USI

1. The following members were present :-

(a) Maj Gen Ashok Vasudeva Offg DGMT	Chairman
(b) Cmde AS Bajwa, DNT	Member
(c) AVM Manprit Singh Brar, AVSM, VM ACAS (Trg)	Member
(d) Vice Adm Inderjit Bedi, PVSM, AVSM (Retd)	Member
(e) Air Mshl CV Gole, PVSM, AVSM, (Retd)	Member
(f) Maj Gen SC Sinha, PVSM (Retd)	Member
(g) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

2. Maj Gen Ashok Vasudeva commenced the proceedings by conveying to the members how honoured and privileged he was to be chairing this meeting of the Executive Committee since assuming charge as the Offg DGMT. He stated that he looked forward to working with all the members of the USI in the efforts to make the Institution more vibrant .

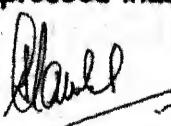
Item I – To Approve the Minutes of the Meeting Held on 16 Feb 2001

3. The Director apprised members of the progress on various points that had been made at the last meeting .

4. The aspect of allocation of additional land contiguous to the USI was progressing satisfactorily. The location site plan and other details which had been called for by Station Headquarters have since been submitted. It is expected that the case would be progressed by Headquarters Delhi Area, QMG's Branch and Ministry of Defence. The Chairman offered to use his good offices to speed up matters at various levels, should this be necessary.

5. The Director apprised members that the Security Studies on J&K and WMD are progressing satisfactorily and presentations of these studies would be made to the members of the USI on 29 Aug and 05 Sep 2001 respectively. He also informed members that he has initiated action with senior members in Pune, Chandigarh and Bangalore to seek their cooperation and assistance in undertaking similar studies at these locations.

6. The Centre for United Nations Peacekeeping is now proceeding with its activities satisfactorily. Funds have been released by the MEA for the conduct of a National Seminar at the USI on 25 –26 July 2001 . Part allocation is also apparently under issue for the conduct of a Junior Officers Capsule Course from 18 Aug to 09 Sep 2001 which is to include participation by foreign officers also. The proposed joint Seminar with the Institute for National Strategic Studies at the National Defence University Washington, has since been dropped as MEA has expressed inability to provide funding.



7. The Board of Management for the CAFHR has held two meetings at which the Constitution of the Centre and the Rules for Award of Fellowships have been finalised. Proposals for conduct of research are being called for after which these would be examined by the Board and project proposals awarded.

8. The USI website is now available on the net. Besides including details of the USI, the schedule of events also finds place on the site. In due course, it is proposed to place summaries of the contents of various events on the site where feasible.

9. The Minutes of the meeting were then approved; proposed by AVM Manprit Singh Brar and seconded by Air Mshl CV Gole.

Item II-To Consider Membership Applications

10. The following applications were approved after consideration :-

- (a) Life Membership. Shri AK Arni, RAS, Joint Secretary Cabinet Secretariat.
- (b) Ordinary Membership. Shri VP Sandlas, Chief Controller R&D, DRDO.
- (c) Associate Membership. The applications of Shri BK Malhotra, US MOD, Dr VK Singh, Additional Secretary, Cabinet Secretariat, and Dr S Kalyanaraman were approved. In so far as Dr TD Chugh's application was concerned the Executive Committee authorised the Director to interact with the individual and decide on his membership at his discretion.

Item III- Status of Membership – Members Who are No Longer Indian Citizens

11. The aspect of retention of membership by those individuals who are no longer Indian citizens was discussed in some detail. The contents of a letter addressed to the Director by Maj Gen DK Palit, VrC (Retd) in this regard was also read out to the members. It was finally decided that no changes need to be made in the Rules and Bye Laws, and the Life Members may continue to retain their membership even if they relinquish Indian citizenship. However, in accordance with current practice, should they desire that their copies of the USI Journal be sent to them, they will need to cover the costs of postage themselves.

Item IV- Renewal of Annual Maintenance Contract for Central AC Plants and Associated Equipment

12. The Committee approved the renewal of annual maintenance contract with Blue Star Limited at Rs.2,29,600/-.

Item V- To Sanction the Post of Computer Supervisor

13. Before discussion took place on this subject, the Director apprised members of the background to the request that had been made for sanctioning the post of an appropriately qualified person to oversee the utilisation and application of computers and associated equipments at the USI, including automation of the Library. It was

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considered essential that a well qualified individual with adequate background and knowledge be appointed to ensure optimum effective utilisation and continued updating in context of the developments in this field. After some discussion it was agreed that such a post was essential. It was, however, felt that an effort be made to secure the services of an appropriately qualified retired officer or alternatively a retired JCO or equivalent. The Directors of Training were requested to use their good offices to ascertain the availability of such personnel through their respective channels and inform the USI accordingly. The Director Naval Training requested that a job requirement proforma be sent to them indicating the expertise and qualifications the USI is looking for.

Item VI – Re-evaluation of Certain Property Items

14. Prior to discussion on the item, the Director read out the contents of Maj Gen DK Palit's letter on the subject. He has suggested that before further action is initiated, details be obtained from Spinks & Company ; and PS Directorate in AG's Branch be approached for a list of medals held in the MOD Honours and Award Section. After a brief discussion, it was decided that on receipt of these details and on return of Maj Gen DK Palit from his visit abroad, the Library Sub-Committee comprising Maj Gen DK Palit, Maj Gen Ian Cardozo, Air Mshl CV Gole and Maj Gen SC Sinha deliberate on the issue and make recommendations to the Executive Committee.

Item VII – Information Points

15. The Director apprised the Committee of the following :-

- (a) Shri JN Dixit had contacted the Ministry of Industries and BIFR on the subject of investments made with the CCI and confirmed that CCI is a sick unit. He was informed that no firm date for paying the matured amount and interest has yet emerged. Newspaper reports indicate that the CCI is listed for disinvestment. The Committee was informed that the aspect of securing the deposit amount together with interest, which amounts to Rs.47.68 lakhs as on 31 March 2001, would be periodically monitored.
- (b) CP Fund A/c and the Research Fund A/c at the South Block Branch of Syndicate Bank have been closed.
- (c) The JTC was requested to expedite the case pertaining to award of MacGregor Medal to Sqn Ldr RTS Chinna, Sqn Ldr RK Makkar and Lt Col NJ Kargaokar.
- (d) Proposals for the next Council Election have been received and scrutiny undertaken by the Board of Officers headed by Dy Dir & Editor and comprising one serving officer from Army and Naval Headquarters. The Committee was informed that after the scrutiny and signature of the approved proposals by Board, a proposal form in respect of Lt Gen RK Jasbir Singh had been received. After some discussion, the Executive Committee decided that in view of late submission, his name not be included in the ballot paper.
- (e) The House Keeping Contract has been renewed with M/s Ishan Allied Services at an escalation of five per cent at Rs.31,500/- per month.
- (f) The Security Contract has been renewed with M/s Security and Vigilance Services without any escalation. Any increase in minimum wages

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approved by Delhi Government would need to be absorbed by the USI as per terms of the Contract.

(g) Annual Maintenance Contract for PA equipment has been renewed with M/s Sleek Sales for Rs. 50,000/- without any escalation.

(h) The proposal for a joint Seminar with Friedrich Ebert Stiftung – a German Foundation with its office in Delhi is under examination. The credentials of the Foundation have been checked with the MEA.

(i) Maj Gen Afsir Karim, AVSM (Retd) would be giving a talk on the subject of his National Security Paper on "Rising Fundamentalism" at Headquarters Western Command on 25 June 2001. The lecture is to be attended by all available USI members in Chandigarh and Panchkula. It is a matter of some satisfaction that Headquarters Western Command are making all arrangements for this talk and also covering the cost of travel of the General Officer from Delhi to Chandigarh and back.

(k) The Director requested the Library Sub-Committee to deliberate on the question of the type of Library Borrowers Cards that need to be issued to members in view of the automation taking place. This was agreed to. However, the same would only be possible after September- October.

Item VIII- Points from Members

16. Air Mshl CV Gole enquired whether the USI has undertaken any study or submitted any views on the aspect of Higher Defence Organisation including the Chief of the Defence Staff. The Director confirmed that whereas individual members have been expressing views on the subject, and have written in newspapers and periodicals, no institutional position has been taken. After some discussion it was agreed that a study group similar to the ones that have been set up, be constituted to study this subject, make a presentation to members of the USI, media and others who are interested, after which a report be compiled and submitted to the Government and Service Headquarters for information.

17. The Chairman apprised that Army Headquarters would be requesting the USI to conduct a seminar on "International Humanitarian Law" in cooperation with the International Committee of the Red Cross.

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(Satish Nambiar)
Lt Gen (Retd)
Director USI and
Member Secretary

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File No.1018/ECM-2/USI/2001
Dated : 28 June 2001

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 19 OCT 2001 AT 1100 H AT THE USI

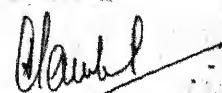
1. The following members were present :-

(a)	Maj Gen Ashok Vasudeva Offg DGMT	Chairman
(b)	Cmde AS Bajwa, DNT	Member
(c)	AVM AK Singh, AVSM,VM,VSM ACAS (Trg)	Member
(d)	Vice Adm Inderjit Bedi, PVSM,AVSM (Retd)	Member
(e)	Maj Gen Ian Cardozo,AVSM,SM (Retd)	Member
(f)	Mr JN Dixit, IFS(Retd)	Member
(g)	Air Mshl CV Gole, PVSM,AVSM, (Retd)	Member
(h)	Maj Gen DK Palit,VrC(Retd)	Member
(i)	Maj Gen SC Sinha, PVSM (Retd)	Member
(k)	Lt Gen Satish Nambiar, PVSM,AVSM,VrC (Retd) Director, USI	Member Secretary

Item I – To Approve the Minutes of the Meeting Held on 22 June 2001

2. The Director apprised members of the progress on various points made at the last meeting as follows :-

- (a) All papers and documents required for the case pertaining to the allocation of additional land contiguous to the USI had been submitted to the Station Headquarters, and it is understood that these have since been sent by Headquarters Delhi Area to Headquarters Western Command for further action.
- (b) The presentations on the Security Studies on 'A Strategy for J & K' and 'Weapons of Mass Destruction' were made at the USI by the respective groups. These are now in the process of being refined and prepared for publication and further action. Some discussion ensued on the follow-up action. It was clarified that besides compiling the reports and sending them to concerned agencies in the Government, and various formations and units, it is intended that in due course selected members of each of the study groups would be asked to visit various stations to apprise a larger Service audience of their deliberations.
- (c) The current scales of pay and allowances applicable at the USI may not draw an adequately qualified person for the post of Computer Supervisor. As such, after direct liaison with the Vice President of the NIIT, he agreed to depute competent interns to the USI to meet our requirement. Nominated



candidates are due to be interviewed shortly by the Deputy Director to ascertain their suitability for the purpose and their appointment thereafter in an existing vacancy on the Library staff.

(d) At our request, the evaluation of old Medals in the USI Library is being undertaken by Dr Edward S Haynes who is an authority on the subject. He has agreed to do the same without any charges.

(e) Approximately 2500 ballot papers for the Council elections have been received and are at present in a sealed box. They will be opened and scrutinised by a committee headed by the Dy Director & Editor and one representative each from the three Service Headquarters. Counting will commence from 29 October 2001.

3. The minutes of the last meeting were then approved, proposed by Maj Gen Ian Cardozo and seconded by Maj Gen DK Palit.

Item II – To Consider Membership Applications.

4. The following applications were approved; in so far as applications from members of the RAS are concerned, the Committee authorised the Director to deal with such applications at his discretion in future :-

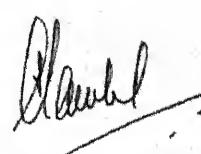
(a) Life.

- (i) Mr PC Bhandari, RAS, Dy Secy, R & AW.
- (ii) Mr RK Chibber, RAS, Dy Secy R & AW.

(b) Ordinary. Mr P Upadhyay, IDAS, ACDA (P) Vartak.

(c) Associate.

(i) Mr Sekhar Basu Ray	-	Journalist.
(ii) Dr Ajai Sahni	-	Researcher, Institute for Conflict Management.
(iii) Mr Inder Malhotra	-	Journalist.
(iv) Prof Raju GC Thomas (US Citizen)	-	Professor in Political Science, Marquette University.
(v) Ms Anjana N Dev	-	Senior Lecturer, Delhi University.
(vi) Prof Madhavan K Palat	-	Professor in International Relations, JNU.
(vii) Prof PN Srivastava	-	Former VC, JNU
(viii) Mr Harbans Singh	-	Former Civil Servant (OSD in High Commission UK).



5. The Committee agreed that the following applicants for Associate Membership would be called for a meeting with the Director who may then accept or reject their applications at his discretion:-

(a) Ms Arshiya Sethi	- Consultant, India Habitat Centre.
(b) Mr AK Kanungo	- Academician, Indian Institute of Foreign Trade.
(c) Ms Prophati Mukherjee	- Researcher.
(d) Mr SM Agrawal	- Addl DG, CPWD (Retd)

Item III – To Consider Revision of Courses Tuition Fees.

6. The recommendation made for revision of tuition fees for the various correspondence courses conducted by the Courses Section was examined in detail. After detailed and comprehensive discussion it was agreed that to cater for increase in DS remuneration, printing / paper costs, postage charges and pay and allowances of the staff, a 15 per cent enhancement of course fees (appropriately rounded off) may be levied with immediate effect. It was also agreed that an appropriate rebate would be given to students applying for all subjects, for a particular examination. The budget estimates need to be modified accordingly.

Item IV – Award of MacGregor Medal.

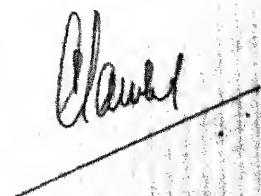
7. Members of the Joint Training Committee apprised the other members of their unanimous view that the MacGregor Medal for the reconnaissance carried out in the Glacier area in October 1986 should be awarded to both pilots namely Sqn Ldr RTS Chhina and Sqn Ldr RK Makkar. They were also of the unanimous view that Lt Col NJ Korgaonkar be awarded the MacGregor Medal for the reconnaissance undertaken by him in May 1997.

8. It was decided that the Executive Committee would recommend to the Council the award of the MacGregor Medal to the three officers.

Item V – Council Agenda.

9. The agenda for the Council meeting to be held on 19 December 2001 was examined in detail and approved after discussion with modifications as given in succeeding paragraphs :-

10. **Progress on Minutes of Previous Meetings.** During review of the progress on the minutes of the previous meetings it was suggested and agreed that a demonstration cum presentation on library automation would be arranged for the Council members at the meeting on 19 Dec 2001.



11. Accounts, Audit Report and Estimates.

(a) While discussing the comments of the Director on the Audit Report, it was agreed that a recommendation be made to the Council that in future, USI investments be made with the Reserve Bank of India and Post Office deposits to preclude the possibilities of bad debts overtaking the Institution. Consequent reduced interests are acceptable in context of the fact that financial position of the Institution is reasonably sound.

(b) Details of Gratuity Fund Account should be included as a schedule to the Balance Sheet in future.

(c) With the details of Library Fund Account, it is desirable that the schedule indicates a list of the books received for review during the financial year, together with their selling price.

12. Points from Council Members. Points forwarded by Maj Gen DK Palit, VrC(Rtd) and VCAS be included in the Agenda, except that the former agreed to withdraw the point he had submitted in regard to combining the subjects for the Gold Medal Essay Competition.



(Satish Nambiar)
Lt Gen (Rtd)
Director USI and
Member Secretary

File No.1018/ECM-3/USI/2001
Dated : 30 October 2001

**UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 14 MAR 2002 AT 1100 H AT USI**

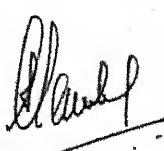
1. The following members were present :-

(a)	AVM AK Singh, AVSM, VM, VSM ACAS (Trg)	Chairman
(b)	Vice Adm PS Das PVSM, UYSM, VSM (Retd)	Member
(c)	Shri CR Gharekhan, IFS (Retd)	"
(d)	Lt Gen AS Kalkat SYSM, PVSM, AVSM, VSM (Retd)	"
(e)	Vice Adm IJS Khurana, PVSM (Retd)	"
(f)	Air Mshl Vir Narain, PVSM. " (Retd)	"
(g)	Lt Gen VK Nayar, PVSM, SM (Retd)	"
(h)	Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

Item I - To Approve the Minutes of the Meeting Held on 19 Oct 2001

2. The Director apprised the members of the status in regard to some of the points raised at the meeting of the Executive Committee on 19 Oct 2001 and the USI Council Meeting held on 12 Feb 2002. The following points were discussed:-

- (a) On the question of organizing a presentation for the award of MacGregor Medal to the three officers who have been approved, it was decided that this should be undertaken by one of the three Service Chiefs, preferably at an event organized by the USI at which substantial number of our members and others are present. The Director was asked to coordinate this aspect in consultation with the Service Headquarters concerned.
- (b) On the subject of preparation of a portrait of Maj Gen SC Sinha, it was felt that should the present initiative of securing the services of the same person who had made the General Officer's portrait for 6 PARA Officers Mess not bear fruit, some other appropriate persons may be contacted locally. In this context it was also suggested that latest methods of computer aided preparation of such portraits be explored.



(c) In regard to the conduct of capsules for middle level Service officers at the USI, the proposal of the Joint Training Committee was awaited. However, there was some discussion on the simultaneous approaches in this regard being made to other such institutions. It was agreed that such independent approaches need not detract from the desirability of conducting appropriate capsules at the USI for the Service Headquarters should they so desire.

3. The minutes were then approved unanimously; proposed by Lt Gen VK Nayar and seconded by Vice Adm PS Das.

Item II – To Consider Membership Applications

4. Various applications received were discussed in considerable detail in context of the categories of applicants in terms of the provisions of the Rules and Byelaws of the USI. There was general consensus that some reframing of the Rules and Byelaws have become necessary in order to clarify in detail the eligibility for membership in various categories. This would need to be undertaken with the approval of the USI Council for the future. The applications as under were however approved:-

(a) Life Membership. Mrs Jayshree Galgotia, AFHQCS, Offg Director (O) DGQA.

(b) Ordinary Membership.

(i) Dr SK Vasudeva, Scientist G, Director System Planning and Implementation Centre, DRDO.

(ii) Dr PK Bandyopadhyay, IIS, DPR (Defence).

(c) Associate Membership.

(i) Ms Ruby Adhikari Sehgal – AFHQCS, Offg Director (O), DGQA.

(ii) Shri Norbu Tshering – ACP Delhi Cantt, DANIPS Cadre.

(iii) Shri NK Bhagat – Dy Central Intelligence Officer, IB.

(iv) Dr T Sreedhar Rao – Researcher IDSA.

(v) Shri VJS Chawla – DIG Coast Guard.

(vi) Dr CG Krishnadas Nair – Chairman Society of Defence Technologists (Former Chairman HAL).

(vii) Dr Anupam Shrivastava – Research Director, University of Georgia.

- (viii) Dr Charan D Wadhwa – Director CPR.
- (ix) Dr Rajesh Kadian – Medical doctor and military writer.

5. The Executive Committee asked the Director to meet Dr Nirmal Kumar to verify his credentials and decide on Associate Membership at his discretion.

6. The Committee did not find itself in a position to accept the request for conversion of Associate Membership to Life Membership in respect of Shri Rahul Roy Chaudhury, notwithstanding his eminent qualifications.

Item III – To Decide the Speakers / Writers For the Annual Events During 2002.

7. Following speakers / writer were approved :-

- (a) **National Security Lecture**, "India's Look East Policy – A Review and the Way Ahead" - Shri IK Gujral.
- (b) **Col Pyara Lal Memorial Lecture**, "WMD in the Hands of Non – State Actors – An Emerging Threat : Assessment of the Possibility and its Impact on National Security" - Mr Ashley Tellis or Prof M Zuberi.
- (c) **National Security Paper**, "Safeguarding of India's Energy Security" - Shri Chudamani Ratnam.

Item IV – Honorarium for Participants at USI Events.

8. Honorarium for participants at USI events was approved as under :-

<u>Events</u>		
(a)	NS Lecture	Rs. 5,000
(b)	Col PLM Lecture	Rs. 5,000
(c)	NS Paper	Rs. 5,000
(d) Journal:-		
(i) Articles		
(ii) Review Article		
(iii) Book Review		
(e) Seminars:-		
(i) Chairperson		
(ii) Paper Presenters		
(iii) Discussants		
(f) Compilation of Proceedings		
		Rs. 1,500-3,000



Item V – To Nominate Members for Finance and Library Sub Committees

9. The following members were nominated to serve on the Finance and Library Sub Committees in addition to the Director :-

- (a) **Finance Sub Committee.** Lt Gen Vinay Shankar and Vice Adm PS Das.
- (b) **Library Sub Committee.** Lt Gen VK Nayar, Air Mshl Vir Narain, Lt Gen AS Kalkat.

Item IV – Director's Points.

10. **General Palit Military Studies Trust.** The Director apprised the Committee of a proposal by Maj Gen DK Palit to transfer the General Palit Military Studies Trust for conduct of research in Military History to the USI CAFHR. The Trust would retain its separate identity but is to be administered by the USI through the Board of Management. The Executive Committee accepted the proposal.

11. **Seminar at Chandigarh and Other Stations.** Lt Gen Vijay Oberoi has proposed the conduct of a seminar on a selected subject of National Security at Chandimandir for members in that station. Such a seminar would be conducted in coordination with Headquarters Western Command who would be requested to provide the necessary assistance. Incidental expenditure for tea and snacks or lunch for the participants could be borne by the USI. The Executive Committee accepted the proposal, and also endorsed the Director's suggestion that such events may be encouraged in other stations having sizeable USI membership also.

12. **Studies at Other Stations.** In view of the fact that the initiative for the conduct of security studies in Delhi as well as in other stations had not drawn appropriate response or desired results, the Director proposed a different approach. He suggested that groups of maximum of two to three members at Delhi and other stations be set up to carry out indepth and regular focused monitoring and research in regard to neighbourhood studies and other selected subjects like bilateral relations, economic security and so on. The idea being that members so nominated submit quarterly briefs, covering an analyses of the subject, for dissemination either as part of the USI Digest or as a separate publication. Where considered appropriate, discussions with a wider membership could also be usefully organized. The Director further suggested that the members so nominated be compensated for their time and effort appropriately. The suggestions made were generally endorsed by the Executive Committee and the Director was asked to put up detailed proposals in regard to subjects, selection of stations at which such analyses be conducted, and the compensation to be offered, at the next meeting.

Manu

13. **Non-Official Bi-lateral Interaction At USI With Other Countries.** The Executive Committee was apprised of an approach made from the USA for non official bilateral interaction with the USI as a focal point. The Director apprised the Executive Committee that the President of the Council had generally accepted the idea for such an interaction and approved further discussion with the appropriate agency in the USA to ascertain details, methodology and scope. The Executive Committee endorsed the proposal.

14. **Referees for Articles in USI Journal.** The Director informed the Committee that to introduce more rigour in the contents of the USI Journal as discussed at the Council Meeting held on 19 Dec 2001, a list of members who could be requested to act as referees for articles selected for publication on various subjects, has been drawn up. These referees would be requested to assess the suitability of articles for publication in the Journal in the future, as applicable.

15. **Purchase of Risograph.** The Director sought the approval of the Executive Committee for purchase of a Risograph for the Courses Section to facilitate production of material for student officers at a cost of approximately Rs. Six Lakhs. While approving the request, the Executive Committee asked the Director to evaluate a better option that is available in the market at a cost of Rs. 15 lakhs. Should the latter prove more useful to the USI in the context of increasing its capacity of production of printed material, the same may be purchased.



(Sattish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

File No. 1018/ECM-1/USI/2002
Dated : 18 Mar 2002.

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 07 JUN 2002 AT 1000 H AT USI

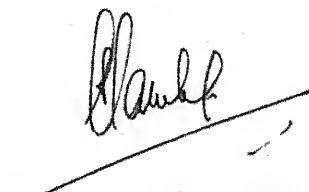
1. The following members were present :-

(a)	Maj Gen Ashok Vasudeva, VSM Offg DGMT	Chairman
(b)	Cmde Ajay Parmar DNT	Member
(c)	Vice Adm PS Das, PVSM, UYSM, VSM (Retd)	"
(d)	Vice Adm IJS Khurana, PVSM (Retd)	"
(e)	Air Mshl Vir Narain, PVSM (Retd)	"
(f)	Lt Gen VK Nayar, PVSM, SM (Retd)	"
(g)	Lt Gen Vinay Shankar PVSM, AVSM, VSM (Retd)	"
(h)	Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

Item I – To Approve the Minutes of the Last Meeting of the Executive Committee Held on 14 Mar 2002

2. The Director apprised the members of the status in regard to some of the points made at the meeting of the Executive Committee held on 14 Mar 2002 :-

- (a) On the aspect of presentation of the award of MacGregor Medals to the two Air Force officers and an Army officer, it was felt that the presentation ceremony be organized after the present crisis subsides.
- (b) The portrait of Maj Gen SC Sinha has been displayed in the Auditorium in a befitting manner.
- (c) Shri IK Gujral, Prof M Zuberi and Shri Chudamani Ratnam have accepted the commitment of National Security Lecture, Col Pyara Lal Memorial Lecture and National Security Paper respectively.



(d) The accounts of General Palit Military Studies Trust have been handed over to the Centre for Armed Forces Historical Research by Shri TK Mukherjee of the IDSA. The revised draft Trust Deed is being scrutinized by General Palit and would be finalized on his return from U.K. later in the year.

(e) The aspects of conduct of a seminar at Chandigarh, and conduct of Security Studies in Delhi and other stations in India, will be discussed as agenda items.

(f) A couple of institutions in the Peoples' Republic of China as also one or two institutions in Taiwan, have expressed a desire for bilateral interaction with the USI. These will be processed and the Executive Committee kept informed. On the aspect of interaction with Taiwanese institutions a note of caution was sounded in context of its sensitiveness vis-a-vis the Peoples' Republic of China.

(g) A Risograph for the Courses Section has been purchased at a cost of Rs. 12,65,000/- as approved by the Executive Committee.

3. The minutes were then approved unanimously; proposed by Lt Gen Vinay Shankar and seconded by Vice Adm PS Das.

Item II – To Consider Membership Applications

4. The following were approved :-

(a) Life Membership. Shri KK Karihaloo, Indian Defence Service of Engineers, SOII (Wks), AF.

(b) Ordinary Membership. Mrs E.L. Sailo, AFHQCS, Dy Director (ASEC), Army HQ.

(c) Associate Membership.

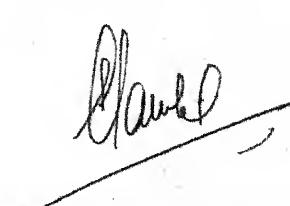
(i) Ms Sangeeta Saxena, Journalist.

(ii) Shri Jyotirmoy Chaudhuri, Researcher.

(iii) Dr Leena Parmar, Associate Professor, Rajasthan University, Military Sociologist.

5. The Director was asked to meet Shri A.R. Wig to assess his credentials and then decide on award of Associate Membership at his discretion.

6. Conversion from Associate to Ordinary Membership. Case of Shri VJS Chawla, DIG Coast Guard was approved.



Item III – Electricity Arrears

7. The Executive Committee accorded formal approval for full payment of arrears of electricity charges for the period 01 Apr 97 to 31 Jan 02, and also noted that an amount of Rs. 7,36,420/- on account of non-recoverable electricity dues for occupancy of the residential accommodation needs to be borne by the USI. During discussions it was unanimously decided that in the revised contract entered into with M/s Residency Resorts Pvt Ltd., an appropriate mechanism will be instituted for recovery of arrears like this in the future. This could possibly be done by working on recovery through metered reading calculations. The members also endorsed the requirement of building an escalation factor in the budget estimates and revised estimates.

Item IV – To Consider Appointing an Editorial Sub-Committee

8. After some discussion it was decided that there is no need to appoint an Editorial Sub-Committee for the USI Journal. The present system could continue wherein rigour in the articles published is introduced by scrutiny through referees.

Item V – Security Studies

9. The Executive Committee endorsed the proposal submitted by the Director on the Conduct of Security Studies by USI members at various stations including system of payment of honorarium and contingency grant. It was decided that studies on Myanmar and Indonesia would also be included in the suggested list of subjects. A copy of the proposal as approved is attached as Appendix 'A' to the Minutes.

Item VI – Activities at Other Stations.

10. The Director apprised the Executive Committee members of the contents of a proposal submitted by Lt Gen Vijay Oberoi for conduct of USI activities at Chandigarh. A copy of the proposal is attached at Appendix 'B'. After some detailed discussion the following decisions emerged :-

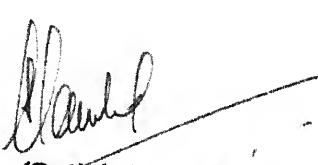
- (a) The conduct of a seminar at Chandigarh in September 2002 as suggested, together with the approximate expenditure likely to be incurred for that purpose, was generally approved.
- (b) The members of the Committee were of the view that similar events may be conducted in other stations also.
- (c) However, the unanimous view of the Committee was that it would not be desirable to go for any permanent arrangements like setting up a USI office and employment of clerical staff and equipment for the purpose. It was felt that to the extent feasible, Command Headquarters' assistance be sought on a "case-by-case"

basis for conduct of activities. Where such assistance is either not forthcoming in full measure, or is not available due to exigencies of service, some alternative arrangements may be resorted to by the local Coordinator in consultation with the USI. The Director was asked to apprise Lt Gen Vijay Oberoi accordingly in regard to the activities for USI members at Chandigarh / Panchkula. He was also asked to identify suitable coordinators at Pune and Bangalore to initiate such similar activities in those stations for USI members.

Item VII – Annual Maintenance Contract for AC Plant

11. The Executive Committee accorded approval for the renewal of the Annual Maintenance Contract for AC Plant with M/s Blue Star Ltd for an amount of Rs. 2,47,400/-.

File No. 1018/ECM-2/USI/2002
Dated : 14 Jun 2002.


(Satish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

Appendix 'A'
(Refers to Para 9 of Minutes
of USI Executive Committee
Meeting Held On 07 Jun 2002)

CONDUCT OF SECURITY STUDIES BY USI MEMBERS
AT VARIOUS STATIONS

Aims and Objectives

1. To carry out in-depth and regular focused monitoring and research in regard to neighbourhood studies and other selected subjects like bilateral relations, economic security and so on.
2. The objective being that nominated members submit quarterly briefs covering an analyses of the subject for dissemination either as part of the USI Digest or as a separate publication or newsletter. Where considered appropriate, discussions with a wider membership could also be usefully conducted.

Stations Proposed to be Covered

3. The USI Life membership at present is above 7000 spread all over India. Concentration of members in the following military stations is substantial :-

(a)	National Capital Region	-	2,781
(b)	Chandigarh and Panchkula	-	226
(c)	Pune	-	190
(d)	Bangalore	-	113

4. It is, therefore, proposed to initially carry out such studies only in these four stations. Command Headquarters in these stations will be requested to extend library facilities and other assistance to nominated members.

Composition of Study Groups

5. Study Groups should desirably comprise not more than two to three members. In some cases even an individual officer may be requested to undertake a specific study.

Suggested Subjects for Security Studies

6. A list of possible subjects is at Annexure 1 attached.

Conduct of Study and Dissemination

7. Study Groups nominated are expected to monitor events and developments on a regular basis through perusal of the media, scrutiny of the internet and study of periodicals. A brief will be submitted to the Director USI every quarter for dissemination in an appropriate manner. Where considered appropriate and desirable, discussions with a wider membership could be

organised to encourage views, opinions, comments and observations. The copyright of all material relating to these studies shall vest with the USI.

Honorarium and Contingency Grant

8. It is proposed that a sum of Rs.3,000/- be paid as honorarium to each officer on receipt of the brief for that quarter. In addition, a contingency grant of Rs.1,500/- per quarter per study group may be paid for incidental expenses.

Termination of Grants

9. Should it be determined that progress on a security study is unsatisfactory, the USI should reserve the right to hold back the grant for the Study. In such an eventuality, the research material available at that point of time will be handed over to the Director USI for use as considered appropriate.

Annexure '1'
(Refers to Para 6 of Appendix 'A')

SUGGESTED LIST OF SUBJECTS

1. Pakistan.
2. China.
3. Nepal.
4. Sri Lanka.
5. Myanmar.
6. Indonesia.
7. Afghanistan and C A R.
8. Indo-US Relations.
9. Russia.
10. South East Asia.
11. East Asia.
12. The Indian Ocean Area.
13. Internal Security.
14. The Indian Economy.
15. Terrorism.

USI ACTIVITIES AT CHANDIGARH

Appendix 'B'
(Refers to Para 10 of
Minutes of USI Executive
Committee Meeting
Held on 07 Jun 2002)

1. This is further to my e-mail on the subject and discussions with Director USI subsequently.
2. HQ Western Command has suggested the following broad arrangement for the USI chapter in and around Chandigarh, as well as for the proposed seminar to be conducted there:-
 - (a) They would be able to allocate a room at DSOI, Chandigarh (not in Chandimandir), which can be used as an office. A telephone connection from the Army Exchange would be provided, but no clerical or secretarial assistance can be given. This implies that office requisites will have to be paid for. Similarly, a clerk will have to be employed.
 - (b) Comments. The DSOI is not located on defense land, but is now run under the control of HQ Western Command. The largest committee of retired officers, at present, is at Chandigarh. Since a large number are members of the DSOI, it would be convenient for them to visit the ~~DSO~~ USI office. The proposal is acceptable.
 - (c) For the proposed seminar, the auditorium in the Command Hospital, and not in the HQ, would be earmarked. It has a seating capacity of about 120. This is acceptable.
 - (d) The seminar should be in September/October and not in July. This is also acceptable. We will have it in the first week of Sep 2002.
 - (e) All expenditure on the seminar would have to be met by USI. On my citing the norms being followed in New Delhi, it was agreed that meal charges for serving officers attending the seminar would be met by HQ Western Command.
 - (f) Comments. The proposals relating to the seminar are also acceptable.
3. In conformity with the above points, the likely expenditure, purely on a rule of thumb basis, which the USI will have to bear, is likely to be as under:-

1. Accommodation	Rs 10,000/-
2. Food	Rs 10,000/-
3. Miscellaneous	Rs 5,000/-
Total	Rs 25,000/-

X/22

(a) For The Office.

	<u>Capital</u>	<u>Recurring</u>
(i) setting up the office with minimum furniture and furnishings -	Rs 10,000.00	
(ii) Cost of Computer, printer etc	Rs 35,000.00	
(iii) Typing/writing requisites like paper, carbon, envelope, pins, clips, gum and so on	-	Rs 1000.00
(iv) Postage	-	Rs 1000.00
(v) Miscellaneous charges (electricity charge, telephone call charges etc)	-	Rs 2000.00
(vi) As the DSOI, Chandigarh is approximately 12 kms from my residence, I will have to be compensated for fuel charge, for say 20 to 25 days in a month. This will amount to		Rs 2500.00
(vii) Salary for part-time clerk	-	Rs 2000.00
Total	Rs 45,000	Rs 8500.00

(b) For the Seminar.

(i) Preliminary preparation - despatch of letters, preparation of documents & folders, telephone calls, contacting people & so on	Rs 5000.00
(ii) Printing and despatch of invitations	Rs 1000.00
(iii) Preparations at venue - slides, banner, placards, mineral water, stationery, hiring charges for PA equipment & so on	Rs 2000.00
(iv) Tea for approximately 120 persons, twice	Rs 3000.00
(v) Working lunch for 120 persons	Rs 18,000.00
(vi) Travel, boarding & lodging for a max of five delegates from outside Chandigarh	Rs 10,000.00

(vii) Cocktail for panelists (about 15 persons) Re 2000.00
 (viii) Post Seminar documentation — could be done in New Delhi.

Total Re 41,000.00

4. As mentioned earlier, the above are only guesstimates. Variation of 15-20 percent, either way, is possible. It goes without saying that all efforts will be made to keep the expenditure down.

5. Please confirm that I can go ahead with both projects.

Vijay Oberoi

(Vijay Oberoi)

St Ben

06 June 2002

Director

USI

UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 29 AUG 2002 AT 1100 H AT USI

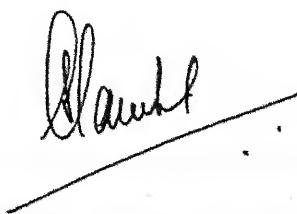
1. The following members were present :-

(a) Maj Gen Ashok Vasudeva, VSM Offg DGMT	Chairman
(b) Cmde Ajay Parmar DNT	Member
(c) AVM AK Singh, AVSM, VM, VSM ACAS (Trg)	"
(d) Vice Adm IJS Khurana, PVSM (Retd)	"
(e) Lt Gen VK Nayar, PVSM, SM (Retd)	"
(f) Lt Gen Vinay Shankar PVSM, AVSM, VSM (Retd)	"
(g) Shri NN Vohra, IAS (Retd)	"
(h) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

Item I – To Approve the Minutes of the Last Meeting of the Executive Committee
Held on 07 Jun 2002

2. The Director apprised the members of the status in regard to some of the points made at the meeting of the Executive Committee held on 07 Jun 2002 :-

- (a) It was agreed after some discussion that the Council President Lt Gen PS Joshi would be requested to obtain the concurrence of the Chiefs of Staff Committee for presentation of the MacGregor Medals to the two Air Force officers and an Army officer at one of the future meetings of the Chiefs of Staff Committee.
- (b) The Executive Committee was apprised that a Security Seminar was being arranged at Chandigarh on 04 Sep 2002 on behalf of the USI under the overall co-ordination of Lt Gen Vijay Oberoi. It was agreed that Lt Gen Vinay Shankar would represent the USI Council at the seminar ; for which purpose the USI would bear the cost of travel and HQ Western Command would be requested to make arrangements for his overnight stay.
- (c) The Director apprised the members of the correspondence he has engaged in with Maj Gen Peter Tzeng of the National Defence University, Taiwan. The Committee endorsed the Director's suggestion that this interaction be arranged in the first week of Dec 2002.



(d) The members were informed that responses had been received from various USI members on the aspect of conduct of security studies. This is being compiled and detailed suggestions in this regard would be put up in the next meeting of the Executive Committee.

(e) While on the subject, the question of co-ordination of activities for USI Members at Pune and Bangalore was briefly discussed. The members were informed that Air Mshl S Kulkarni had agreed to be the co-ordinator for such activities in Pune. In regard to activities at Bangalore a suggestion was made that either Maj Gen Vombatkere could be approached if he is a member; alternatively Air Mshl TJ Master, who retires at the end of this year could be requested. (Since the meeting, it has been ascertained that Lt Gen Arjun Ray would be willing to be the co-ordinator at Bangalore).

3. The minutes were then approved unanimously; proposed by Vice Adm IJS Khurana and seconded by Shri NN Vohra.

Item II - To Consider Membership Applications

4. Following were approved :-

(a) **Life Membership.**

- (i) Ms Mrinalini Madhavan, RAS, Under Secretary Cabinet Secretariate.
- (ii) Dr W Selvamurthy, DRDS, Scientist H (outstanding).

(b) **Conversion of Associate to Life Membership.** Mrs Ruby A Sehgal of AFHQ Civil Service.

Item III - Visit of USI Delegation to China

5. The Executive Committee accorded formal approval for the visit of a four member delegation comprising Lt Gen Satish Nambiar, Rear Adm KR Menon, Ms Arundhati Ghose and Air Cmde RV Phadke to visit China from 23 Sep to 30 Sep 2002 for academic exchange with the China Arms Control and Disarmament Association and China Institute for Institutional Strategic Studies..

Item IV – USI Journal

6. The Executive Committee approved the inclusion of one or two articles pertaining to Armed Forces Historical Research in the USI Journal from time to time till a separate Journal of the USI CAFHR becomes a reality.

Item V- Chairman Executive Committee

7. The Committee agreed that a recommendation be made to the Council for nomination of the DCIDS (DOT) as an ex-officio member of the Council and Chairman of the Executive Committee. His inclusion in the Board of Management of the USICR, USICAFHR and USICUNPK would also accordingly be formalised.

Item VI – Membership Rules

8. In order to bring more clarity in the rules pertaining to eligibility for membership, the Executive Committee approved submission to the USI Council of an amendment as given in Appendix attached.

Item VII – Publication of Defence Related Books Authored By Members

9. The Committee accorded its approval for the USI to undertake publication of books authored by members, subject to their proper scrutiny and clearance by a nominated team of experts to ensure quality of contents. It was stressed that copyright in this regard should be that of the USI and royalty appropriately shared between the author and the USI.

Item VIII – Establishment of a USI Centre for Strategic Studies and War Gaming Simulation

10. The Executive Committee endorsed the recommendation of the Director in regard to widening the scope of the activities of the USI by setting up a Centre for Strategic Studies and War Gaming Simulation and asked him to put up a detailed draft proposal for consideration at the next meeting of the Committee for further consideration by the Council at its meeting in December 2002. After some discussion it was agreed that such a Centre would contribute to the stature of the USI as a think tank of national and international importance. It would also enable the USI to undertake project studies on a consultancy basis from various agencies including the Armed Forces HQ, DRDO and so on. The Director was asked to include in his proposal the manner and scope of funding such a Centre in context of the fact that the existing Corpus of the USI should not be diverted for this purpose. Sources for initial funding should be appropriately identified and in due course the activities of the Centre could possibly be sustained by funds generated by the consultancy projects undertaken.

Item IX – Information Points

11. The members were apprised that a joint seminar was being conducted with the Centre for Contemporary Conflict, Monterey, USA on 26 and 27 Sep 2002. Funding and stay of foreign participants would be covered by the US Institution. The USI contribution would entail provision of conference facilities, and lunch and refreshments on the two days of the Seminar. A number of our members would be invited both as participants and as observers.



12. HQ IDS is holding a Net Assessment Seminar with a delegation from the USA from 11 to 13 Sep 2002 at the USI. At the invitation of the Defence Secretary , the Director and Rear Adm KR Menon would participate in this seminar.

13. General KV Krishna Rao has been requested to deliver a lecture on "Beyond the Elections in Jammu & Kashmir" at the USI at 1800 h on 23 Sep 2002. The USI would cover the cost of his travel from Secunderabad to Delhi and back.

14. The Committee was informed that a good portrait of Col Pyara Lal has been placed in the Library.



(Satish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary

File No. 1018/ECM-3/USI/2002
Dated : 09 Sep 2002

Appendix

(Refers to Para 9 of the Minutes of the Executive Committee Meeting Held on 29 Aug 2002)

MEMBERSHIP RULES *X*

Paras 3 and 4 of Chapter II of Rules and Bye Laws may be revised as new Paras given below and subsequent paras renumbered accordingly:

3. The following are eligible to become Ordinary Members (on payment of annual subscription as laid down from time to time), or Life Members (on payment of a one time subscription as revised from time to time by Council) of the Institution with full voting rights :-

- (a) Commissioned Officers of the Indian Armed Forces, both serving and retired.
- (b) Officers of IAS, IPS, and IFS, both serving and retired.
- (c) Class I Gazetted Officers of Group A Central Services, both serving and retired, belonging to the following services :-

 - (i) Indian Defence Accounts Service (IDAS).
 - (ii) Indian Defence Estates Service (IDES).
 - (iii) Indian Defence Service of Engineers (IDSE).
 - (iv) Indian Ordnance Factories Service (IOFS).
 - (v) Defence Research & Development Service (DRDS).
 - (vi) Military Engineering Service (MES).
 - (vii) HQ Armed Forces Civil Services.

4. Cadets of NDA, IMA and other such Service Academies will be eligible only for Ordinary Membership. After commission they may convert to Life Membership, like other Ordinary Members, if they so desire.

5. Applications of all above categories shall be approved by the Director.

6. Cases of Class I Gazetted Officers of other Group A Central Services associated with the field of national security, (such as RAS, Coast Guard, BSF, CRPF and ITBP etc) may be put to the Executive Committee for consideration.

X. to be submitted to Council

7. **Approval of Other Categories of Membership.** Approval shall be accorded as under :-

(a)	Honorary Members	- Council.
(b)	Corporate and Associate Members	- Executive Committee.
(c)	Subscriber Members (For Journal or Digest)	- Dy Dir (Adm).
(d)	Temporary Members (To cover use of residential accommodation upto 14 days)	- Dy Dir (Adm).

**UNITED SERVICE INSTITUTION OF INDIA
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON 18 NOV 2002 AT 1545 H AT THE USI**

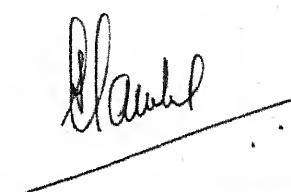
1. The following members were present :-

(a) Maj Gen Ashok Vasudeva, VSM Offg DGMT	Chairman
(b) Cmde Ajay Parmar, DNT	Member
(c) AVM AK Singh, AVSM, VM, VSM ACAS (Trg)	"
(d) Vice Adm PS Das, PVSM, UYSM, VSM (Retd)	"
(e) Lt Gen AS Kalkat, SYSM, PVSM, AVSM, VSM (Retd)	"
(f) Vice Adm IJS Khurana, PVSM (Retd)	"
(g) Air Mshl Vir Narain, PVSM (Retd)	"
(h) Lt Gen VK Nayar, PVSM, SM (Retd)	"
(i) Lt Gen Vinay Shankar PVSM, AVSM, VSM (Retd)	"
(k) Lt Gen Satish Nambiar, PVSM, AVSM, VrC (Retd) Director, USI	Member Secretary

Item I – To Confirm the Minutes of the Last Meeting Held on 29 Aug 2002

2. The Director apprised members of the status of some of the points covered at the meeting held on 29 Aug 2002:-

- (a) The Security Seminar at Chandigarh on 04 Sep 2002 under the overall coordination of Lt Gen Vijay Oberoi went off very well. It was well attended, very well appreciated by members, and received good media coverage.
- (b) A team from the National Defence University, Taiwan headed by Maj Gen Peter J Tzeng is scheduled to have discussions with some of our members on 02 Dec 2002.



(c) The visit of the USI delegation to China from 23-30 Sep 2002 went off very well. The members of the delegation interacted with four major institutions in Beijing. A report on the visit has been compiled and would be published in the next issue of the USI Journal. A panel discussion on the subject is also being arranged in early December 2002.

(d) The joint seminar conducted on 26 and 27 Sep 2002 with the Center for Contemporary Conflict, Monterey, USA went off very well.

3. The minutes were then approved unanimously; proposed by Lt Gen VK Nayar and seconded by Air Mshl Vir Narain.

Item II – To Consider Membership Applications

4. The following were approved:-

(a) **Life Membership.**

- (i) Shri SS Chahal, IDES, DEO Delhi Circle.
- (ii) Shri NN Kumar, IDES, Director National Institute of Defence Estates Management.
- (iii) Shri MP Singh, IOFS, Member Ordnance Factory Board (Retd).
- (iv) Shri MS Nanda, IDSE, Chief Engr MES (Retd)

(b) **Associate Membership.** The applications in respect of Ms Anubha Bhonsle, Media Person (NDTV), Ms Subha Rajan Tampi, Director CII and Dr Udai Bhanu Singh, Research Fellow, IDSA were approved. The Director was asked to interact with Shri Abhay Sapru, writer, and Shri Saikat Datta, Journalist, Indian Express, verify their credentials and decide on the award of Associate Membership to them at his discretion.

Item III – To Approve the Agenda for the Council Meeting to Be Held in Dec 2002

5. The draft Agenda for the Council Meeting to be held on 16 Dec 2002 was considered in detail by the Executive Committee. The following aspects were discussed and observations as under suggested for consideration:-

(a) **Item IV, VI & VII.** The Executive Committee noted the fact that due to payment of electricity arrears amounting to Rs. 35,89,729/- and purchase of a digital copier for the Courses Section, the overall surplus for the year 2002-03 had to be significantly revised downwards. Many members felt that in view of the fact that rates for electricity consumption

were likely to go up from time to time, it would be useful to examine and institute measures both for saving of electricity consumption as also for relying on other means of energy. In this context, it was recommended that the use of solar energy be considered. It was suggested that Lt Gen Shankar Prasad who has instituted some such measures at the Delhi Gymkhana Club may be approached for advice. It was also suggested that such advice may be sought from Tata Energy Research Institute (TERI). While on the subject it was also suggested that the USI may consider instituting some measures for water harvesting also. The Executive Committee recommended approval of the audited accounts, the Audit Report, Revised Estimates for 2002-03, Budget Estimates for 2003-04 and the Allotment of Funds for 2003-04 to various heads.

(b) Item X. On the subject of membership rules it was unanimously decided that there should not be any change in the existing eligibility for Life Membership and Ordinary Membership. Applications from categories other than those specifically mentioned in the existing Rules should continue to be put up to the Executive Committee for approval. Item X of the Draft Agenda may therefore be deleted. There was a brief discussion on Air Mshl Vir Narain's suggestion regarding the terms for Life Membership. It was however decided that his suggestion would be taken up for detailed consideration at the Council Meeting.

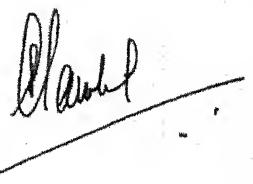
(c) Item XI - Establishment of a USI Centre for Strategic Studies and Simulation. There was some detailed discussion on this particular item. While there was total unanimity that the idea was excellent and needs to be implemented, the following reservations were expressed:-

(i) It would be advisable that such a Centre be set up only after adequate funding was obtained and it was possible to assure quality induction of research personnel and staff.

(ii) It is debatable whether Service Headquarters would depute high quality personnel as research scholars to such a Centre for any length of time. Hence it may well become a "dumpling ground" for the Services to depute those personnel they cannot otherwise usefully employ.

(iii) Detailed evaluation would need to be carried out of the staffing pattern and equipment requirement for the effective functioning of such a Centre.

(iv) Even so, the Executive Committee endorsed the inclusion of this item for discussion at the Council Meeting.



(d) Item XII – To Approve the Subjects And Speakers / Writer for Various Events During 2002. The Director apprised the members that since subjects are still being received from various headquarters and institutions, it has not been possible to compile the same. He suggested that once the detailed list was compiled he would make recommendations and short list the subjects for consideration at the Council Meeting. A copy of this would be sent to all members prior to the Council Meeting.

Item IV - Additional Points

6. Redesignation of the Post of Research Assistant. After some discussion, it was unanimously decided that the post of Research Assistant presently held by Dr Sudha Raman be redesignated as that of "Research Coordinator". It was also unanimously decided that she be given a special allowance of Rs. 2,000/- p.m. This redesignation and allowance is to be treated as applicable only in her case.

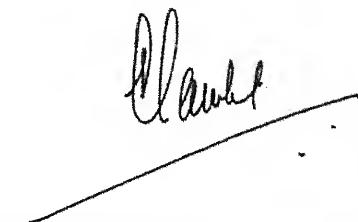
7. Terminating Lease of Accommodation Allotted to ILFS. In view of the fact that additional accommodation is now urgently required to house the office and other facilities of the Centre for United Nations Peacekeeping and the Centre for Armed Forces Historical Research, it was unanimously decided that the lease of the accommodation under the ramp to ILFS, be terminated with immediate effect by giving them the required notice of three months for vacation.

Item V - Information Points

8. A visit by General Philippe Morillon, former Dy Force Commander of UNPROFOR, former Commander of the French Rapid Reaction Forces and now Member of the European Parliament, to the USI from 26 to 31 Oct 2002 was arranged by the Director at the instance of the Ministry of External Affairs, who also agreed to provide all the funding for the visit.

9. Lt Gen Vijay Oberoi attended the Strategic Assessment Round Table Meetings organised by the National Strategic Studies Institute of the National Defence University, Taipei from 25-30 Oct 2002. All expenses connected with his visit and stay were borne by the organisers.

10. The China Institute for International Strategic Studies has invited participation by one of our senior members at an international seminar being conducted by them from 03 to 06 Dec 2002. Due to the short notice given to us, after consultation with the President USI Council, Vice Adm PS Das who was in any case proceeding to attend another seminar independently of the USI in Singapore, was deputed to attend this event in Beijing. The cost of his onward journey from Delhi to Beijing needs to be met by the USI.



11. Teams from the Royal College of Defence Studies, London, the Capstone Course of the USA and the Sri Lankan Staff College visited the USI for briefings on 24 Sep 2002, 28 Oct 2002 and 30 Oct 2002 respectively.
12. The DRDO project to be undertaken as consultancy by the USI is being progressed.

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Dated: 25 Nov 2002.

S. Nambiar
(Satish Nambiar)
Lt Gen (Retd)
Director, USI and
Member Secretary